

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

*Superseded by
Chapter 4180
AEC manual
11-23-62*

AGRICULTURAL ECONOMICS CIRCULAR No. 90

Legislative Reporting

I PURPOSE

This Circular outlines responsibilities for legislative matters of concern to ERS, SRS, and MOS; and provides information and suggestions that may be helpful in connection with the preparation and handling of legislative reports.

II DEFINITION OF LEGISLATIVE REPORT

A legislative report is defined as "Any written expression of official views on pending bills or resolutions prepared by an Agency of the Department for (a) transmittal to any committee, member, or officer of Congress, or (b) presentation as testimony before a Congressional Committee." This does not include justifications for appropriations or proposals for reorganization plans.

III RESPONSIBILITIES

A Divisions. The divisions and staff offices of Agricultural Economics are responsible for preparing legislative reports upon request, in accordance with the provisions of the Department regulations (6 AR 410-440) and this Circular. Documents pertaining to legislative matters, both incoming and outgoing, shall be channeled through the Division of Budget and Finance (DBF), MOS, for control purposes, regardless of the channel through which the request was received.

B Division of Budget and Finance. As the liaison office between Agricultural Economics and the Department Office of Budget and Finance DBF shall:

1 Answer inquiries and provide information to Agricultural Economics divisions and staff offices on cost and other budgetary and fiscal matters in legislative reports and related documents, as well as on general legislative matters.

2 Establish and maintain an adequate control of all incoming and outgoing material pertaining to legislative reports or related documents.

IV PREPARATION OF LEGISLATIVE REPORTS

A General. The Department regulations (6 AR 410-440) contain complete information on the preparation of legislative reports, including definitions of types of reports, contents of reports, and clearance requirements. Additional instructions for typing legislative reports are contained in Part III, Chapter 2, of the Government Correspondence Manual.

B Format. For format of the usual legislative report, see Exhibit 1, 6 AR 420.

C Supplementary Guidelines. The following guidelines should be observed when preparing legislative reports, in addition to the information contained in the Department's regulations.

1 Categorical Statements on Matters of Opinion. Avoid categorical statements on points which are only matters of opinion.

2 Statement of the Bureau of the Budget's Advice. Include as the last paragraph in each legislative report, one of the following paragraphs (depending on the nature of the report) after clearance by the Bureau of the Budget (this supersedes the paragraph prescribed by Exhibit 1 - 6 AR 420). In most cases, the first paragraph will be used.

a "The Bureau of the Budget advises that there is no objection to the presentation of this report ^{1/} from the standpoint of the Administration's program."

b "The Bureau of the Budget advises that the enactment of this proposed legislation would be consistent with the Administration's objectives."

c "The Bureau of the Budget advises that the enactment of this proposed legislation would be in accord with the President's program."

3 Check for Errors. Check each legislative report closely for typographical and other errors.

V SUBMISSION OF REPORTS

Divisions and staff offices shall submit reports to DBF in accordance with the time schedules contained in 6 AR 424b and 439b, as appropriate.

^{1/} For proposals being initiated by the division or staff office, say "proposed legislation instead of "report."

(V)

A Requirement for Copies.

1 The required number of copies and the distribution is shown in attached Exhibits as follows:

a Exhibit A - Copies To Be Typed for Legislative Reports (Other Than Enrolled Bills).

b Exhibit B - Copies To Be Typed for Reports on Enrolled Bills and Resolutions.

2 Be sure that all copies are legible and that no author-stenographer notations appear on copies that will leave the Department.

B Assembly. Assemble the legislative report as explained in the Exhibits at the end of Chapter 7, 6 AR.

C Control Jacket. Information on the jacket to be used as a control and routing sheet for legislative reports is contained in Part I(a) of the Department's supplement to the Government Correspondence Manual.

VI TRANSMITTAL LETTER

The Department's Office of Budget and Finance normally will prepare a form letter to transmit the proposed report to the Bureau of the Budget for clearance. However, where the transmittal letter is to contain special information, the office preparing the report should prepare the transmittal letter (see Exhibit 2, 6 AR 431a).

VII ADDITIONAL REQUIREMENTS

A When initiating legislative proposals for consideration by the Congress, accompany the proposal with a draft of a letter to the Speaker of the House and to the President of the Senate.

B When reporting on enrolled bills (such reports are referred to in 6 AR 440 as "agency views letters") observe the following:

1 If the issuance of a statement by the President at the time he signs a bill is to be recommended, submit a draft of the

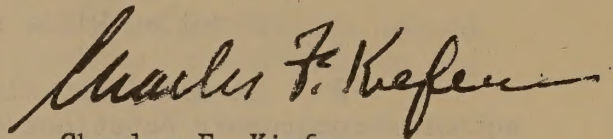
(VII B 1)

statement with the enrolled-bill report.

2 When necessary, prepare a separate "proposed veto message" as required by 6 AR 440 (see Exhibit 4 - 6 AR 440).

VIII INQUIRIES

Requests for assistance on legislative reports should be directed to the Director, Division of Budget and Finance, MOS.



Charles F. Kiefer
Executive Director
Management Operations Staff

Attachments

Copies To Be Typed for Legislative Reports
(Other Than Enrolled Bills)

Submit to Director, Division of Budget & Finance, MOS:

Use of Copies

Original and 2 white manifold
letterhead courtesy copies

Addressee (Chairmen of
Senate and House Com-
mittees)

5 white manifold letterhead copies

Bureau of the Budget 1/

1 salmon and 2 white

Secretary's Records
Section

1 blue

DBF

1 yellow (marked in upper right
corner for return to
division of staff office)

Conformed by the Secre-
tary's Records Section;
then used (1) by the
Secretary's Records Sec-
tion to notify originat-
ing office of the date
report is forwarded to
addressee, and (2) by the
division or staff office
as the record copy (usu-
ally in a central file).

1 pink

Conformed by the Secre-
tary's Records Section;
then returned to the
originating office with
the yellow copy.

Retain in Preparing Office:

1 white

Control record (dispose
after return of yellow
and pink).

Other whites

As needed by preparing
Office

1/ The Department uses 4 copies to obtain clearance of the Bureau of the Budget; holds one copy and sends it to the Bureau of the Budget after the report is sent to Congress.

REPORT OF THE
COMMISSIONER OF PLANT INDUSTRY

FOR THE YEAR 1911

WASHINGTON, D. C., 1912

PRINTED BY THE GOVERNMENT PRINTING OFFICE

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Copies To Be Typed for
Reports on Enrolled Bills and Resolutions

Required by the Bureau of the Budget after the legislative proposal has been passed by Congress and is ready for Presidential action.

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Use of Copies

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Director, Bureau of the Budget

1 salmon and 1 white

Secretary's Records Section

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Other whites

As needed by preparing office.

Section 2.1. The Role of the
Board in the Development of the
Country

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 91

Manpower Utilization

I PURPOSE

This Circular (1) outlines requirements of the Manpower Utilization Program, (2) assigns responsibilities for implementing the program, and (3) provides guides for better manpower utilization.

II POLICY

It shall be the policy of Agricultural Economics agencies to achieve to the maximum extent possible increased productivity and efficiency by employing wherever possible better techniques of organization, management, and production and to sustain the operations with the minimum staff by full utilization of personnel.

III GENERAL

To fulfill our obligations under the Manpower Utilization Program as outlined by the President, each program within ERS, SRS, and MOS must continue to be organized properly and its work effectively planned. Each activity must be staffed with no more than the minimum number of employees needed to carry out its objectives. Each employee must have skills which fit the requirements of his job. Space and facilities must be reasonably conducive to improving productivity and maintaining good morale.

IV RESPONSIBILITIES

A Agency Heads are responsible for keeping employment levels to a minimum consistent with meeting program needs.

B Division Directors are responsible for keeping the employment levels to a minimum consistent with meeting program objectives and needs within their respective divisions and to make a critical review and

AGRICULTURAL ECONOMICS CIRCULAR No. 91

(IV B)

appraisal of the field organization and management of the division, with field participation, with a view to improving organization and management procedures for field activities, including functions performed by both headquarters and field levels. Division directors should determine that aids and assistance are supplied to all levels of supervision so they are enabled to take command and manage their operations in meeting the responsibilities as shown below.

C Supervisors at each level are the key to successful operation of the Manpower Utilization Program. To carry out this key role in this important program, he and she must, among many other things:

- 1 Constantly work towards a better understanding of their coworkers, their capabilities and limitations, and likewise of himself and herself;
- 2 Be familiar with the assignments to their units;
- 3 Have a creative plan for reaching the goals and objectives of their assignments;
- 4 Be familiar with the kinds and numbers of people needed to do the job;
- 5 Be able to stimulate their staffs to high morale and create an effective work force;
- 6 Be alert to adjust promptly to program changes and budget adjustments;
- 7 Continuously seek new and improved methods of operation and not necessarily perpetuate the status quo - look backward only briefly to measure accomplishment against plans; and
- 8 Challenge the need for staffing whenever a vacancy or other development occurs.

Supervisors who function properly in these areas of administration will create a built-in system of management controls which should result in more effective control on employment of personnel and other types of expenditure.

(IV)

D Employees have a responsibility not only to perform efficiently but also to bring to the attention of their supervisors what they believe to be inefficient utilization of their skills and abilities, or inefficient office practices.

E Division of Budget and Finance is responsible for:

- 1 Providing leadership in connection with budgetary reviews.
- 2 Conducting budget and fiscal examinations to assure that insofar as practicable staffing of activities is kept to the minimum necessary to accomplish the job.
- 3 Creating and developing suitable appraisal criteria, including work measurement systems applicable to the activities of Agricultural Economics agencies.

F Division of Personnel is responsible for providing leadership to see that:

- 1 The organizational distribution of responsibilities and lines of reporting are compatible with effective use of manpower.
- 2 The kind of skills are recruited to carry out the work on Agriculture are related to the job requirements.
- 3 The kinds of skills are effectively utilized by supervisory personnel.
- 4 The potential capabilities of employees are fully developed through training and related programs from the standpoint of contributing most effectively to program implementation.

G Division of Administrative Services is responsible for:

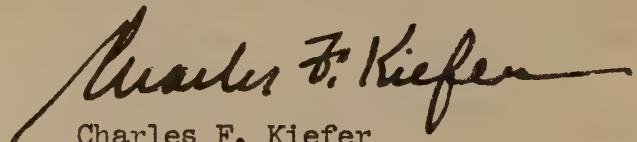
- 1 Providing the most effective practicable space and facilities, including supplies, so that employees may function effectively in carrying out their assignments.
- 2 Installing and maintaining efficient records management and communications systems.

V REVIEWS AND INSPECTIONS

In addition to the reviews made by the respective Administrators and division directors and to the requirements of the budgetary process, the Civil Service Commission plans to conduct an intensive program of inspecting offices throughout the Federal Service to determine the extent to which effective manpower utilization exists.

VI ASSISTANCE AND APPRIASAL

MOS stands ready to assist the divisions and supervisors in their respective responsibilities and will issue only such further guides and controls as are necessary to implement this program. Suitable self-appraisal activities in the future will be worked out in consultation with the respective Administrators.



Charles F. Kiefer
Executive Director
Management Operations Staff

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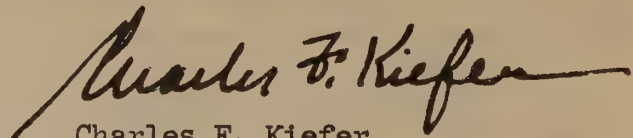
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AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 92

Procurement, Installation, and Use of Seat Belts
In Official Vehicles

I PURPOSE

This Circular establishes the policy and procedure for the procurement, installation, and use of seat belts in official vehicles operated by employees of ERS, SRS, MOS, and SEG.

II POLICY

It is the policy of Agricultural Economics agencies to safeguard their employees from injury and installation of seat belts is an important part of the accident prevention program.

III REQUIREMENTS

A Each motor vehicle owned or leased by ERS or SRS shall be equipped with two seat belts for the front seat of the vehicle. The requirement for seat belts applies to all motor vehicles, trucks as well as passenger cars, or GSA interagency motor pool vehicles on a continuous or indefinite assignment to ERS or SRS. Rear seats shall also be equipped with seat belts if considered necessary. (Frequent use of a passenger car to transport more than two passengers would necessitate rear-seat belts.)

B New vehicles hereafter acquired shall be equipped with seat belts before being put into operation. All other vehicles on hand shall be so equipped not later than September 3, 1962.

C All seat belts acquired and installed shall conform to Federal Specifications and Standards applicable to the purchase and installation thereof.

IV USE

All Agricultural Economics employees operating or riding in seat belt equipped official vehicles shall wear the seat belts at all times while vehicles are in motion.

V PROCUREMENT AND INSTALLATION

The Division of Administrative Services (DAS), MOS, will issue a consolidated purchase order to procure approved seat belts for presently owned or leased and assigned vehicles. Offices needing seat belts shall, therefore, make their needs known to DAS as soon as possible, and in any event no later than June 1, 1962. By placing a consolidated order DAS can obtain lower prices for quantity purchase of seat belts and the paper work involved in making individual or small purchases can be avoided. Base requests for seat belts on requirements in Section III A of this Circular. Field offices should not obligate their funds to cover the cost of seat belts as payment for them will be made from division allotments in Washington. Seat belts will be procured and installed as set forth below.

A Presently Owned or Leased Vehicles. DAS will procure approved seat belts and eyebolt anchors for each motor vehicle now owned or leased by ERS, or SRS, and make distribution thereof to field offices. Such seat belts will conform to Federal Specifications and Standards and instructions will be furnished for their installation. Field offices shall arrange for the installation of seat belts by a local automotive garage or service station in conformity with instructions.

B New Vehicles. New vehicles will be delivered with front seat belt anchors installed but without the seat belts. DAS will procure "quick disconnect" type seat belts for all new vehicles at the time of acquisition and send them to the offices receiving the vehicles. Upon receipt of the seat belts field offices shall clip the belts to the anchors.

C Interagency Motor Pool Vehicles.

1 Dispatch Vehicles. Pool vehicles issued on a dispatch (trip) basis will be equipped by GSA with two seat belts for front seats only in sedans and station wagons, and one seat belt for the driver's seat in light trucks. Installation of these seat belts by the motor pool will not start until the 1962 model units are received by the General Services Administration (GSA).

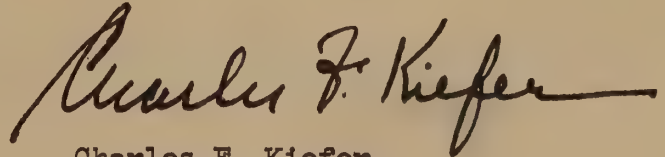
2 Assigned Vehicles. Field offices using pool vehicles on a continuous or indefinite basis shall request necessary seat belts from DAS, or have the motor pool install the eyebolt anchors and the seat belts and include the cost of the belts furnished on the next regular motor pool billing. The seat belts will not be furnished

(V C 2)

free of charge by GSA, but the eyebolt anchors will be installed by GSA motor pools at no cost to Agricultural Economics. If seat belts are requested from DAS, field offices should request the motor pool to install the number of seat belt eyebolt anchors desired for the attachment of the belts when received. In either case the seat belts remain the property of Agricultural Economics. Therefore, seat belts shall be the "quick disconnect" type so they can be easily removed and shifted between vehicles as may be necessary, unless a State law prohibits the removal of the belts when a vehicle is sold.

VI SEAT BELTS IN PERSONALLY OWNED VEHICLES

All employees who drive their own vehicles in the performance of their official duties are urged to install and to use seat belts in their cars.

A handwritten signature in dark ink, reading "Charles F. Kiefer". The signature is fluid and cursive, with a long horizontal stroke at the end.

Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

*Superseded by
Circular 261
12-1-62*

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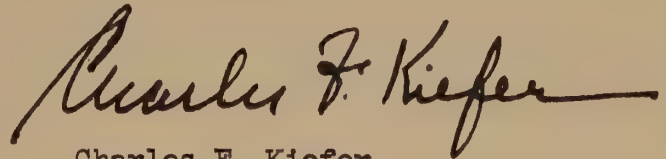
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Charles F. Kiefer
Executive Director
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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

superintendent
435
10-17-62

AGRICULTURAL ECONOMICS CIRCULAR No. 93

Replacement of Government Checks

I PURPOSE

This Circular prescribes the procedure to be followed in reporting lost, stolen, destroyed, mutilated, or defaced Government checks.

II GENERAL

Under provisions of law, the Secretary of the Treasury has authority to issue through the Disbursing Officer new checks of current date to replace lost, stolen, destroyed, mutilated, or defaced checks. The law authorizes the transfer to a special deposit account of the amount of the checks to be replaced and issuance of substitute checks against that account.

III ACTION TO BE TAKEN

A Payee

1 When Checks are Lost, Stolen, or Destroyed. The payee of a lost, stolen, or destroyed check shall notify the Division of Budget and Finance, (DBF), MOS, by submitting Form MOS-153, Notice of Lost, Stolen, or Destroyed Check (see attached copy), or by memorandum when Form MOS-153 is not available. If a memorandum is used, state the period covered by the check if applicable, the amount of the check if known, whether or not the check was endorsed, and any additional information, such as that included on Form MOS-153, that will make possible positive identification of the check. When a check is lost in the mail, the loss should not be reported until thorough search and inquiry has been made of the local mail room and with the local postal authorities.

2 When Checks Are Mutilated or Defaced. The payee shall submit the mutilated or defaced check with Form MOS-153 or by memorandum to DBF.

(III)

B Division of Budget and Finance. DBF shall (1) send the payee Form MOS-153 with necessary instructions if MOS-153 has not already been received, (2) complete the form by furnishing information needed by the Disbursing Officer, and (3) authorize issuance of substitute checks. Upon receipt of information concerning the nonreceipt, loss, destruction, mutilation, or defacement of a check, DBF shall notify the Disbursing Officer immediately by memorandum if Form MOS-153 has not yet been received and forward the MOS-153 when received, accompanied by the check, if any.

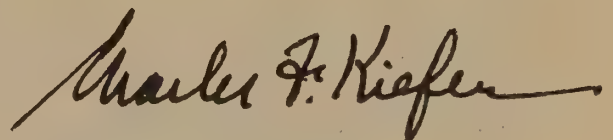
IV CHECKS RECOVERED AFTER SUBMITTING MOS-153

A If the original check is recovered after the payee has submitted MOS-153 and before the substitute check has arrived, the payee shall immediately notify DBF in writing, and request instructions concerning disposition of the original check.

B If the recovery occurs after a replacement check has been received, the payee shall send the original check to DBF for transmittal to the Disbursing Officer.

V REQUIREMENTS OF THE DISBURSING OFFICER

After the Disbursing Officer reviews the information submitted by the payee, and determines that the check is outstanding, he will send the necessary Treasury Department forms to the payee. The payee should give all the information requested in order to insure prompt issuance of a replacement check, and return the forms to the Disbursing Officer.



Charles F. Kiefer
Executive Director
Management Operations Staff

Attachment

NOTICE OF LOST, STOLEN, OR DESTROYED CHECK

NOTE: Prepare this form in original and two copies. Submit to Division of Budget & Finance, MOS.

To: Disbursing Officer		FROM: (AGENCY, DIVISION AND BRANCH)	
ADDRESS (LEAVE BLANK)		LOCATED AT (CITY AND STATE)	
1. NET AMOUNT OF CHECK	2. NAME OF PAYEE	3. ADDRESS	
\$ _____			
4. PURPOSE	5. PERIOD	6. CHECK RECEIVED YES ☐ NO ☐	7. IF "YES," CHECK WAS (CHECK ONE) LOST ☐ DESTROYED ☐ STOLEN ☐
			8. WAS CHECK ENDORSED? YES ☐ NO ☐

Circumstances in connection with nonreceipt, loss, or destruction of check are as follows:

I have made diligent effort to locate the check described above, but without success. It is requested that payment thereon be stopped and a duplicate check issued.

(NAME OF PAYEE AS SHOWN ON INVOICE OR PAYROLL)

(PRESENT ADDRESS)

SIGN
ALL
COPIES

(SIGNATURE)

(DATE)

(TITLE)

ADDITIONAL INFORMATION FOR DISBURSING OFFICER (To be supplied by Div. of B & F, M.O.S.)

CHECK NO.	DATE PAID	D.O. VOUCHER NO.	SYMBOL	NET AMOUNT \$ _____
-----------	-----------	------------------	--------	----------------------------

(AUTHORIZED CERTIFYING OFFICER)

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

revised 435-1
Chapter 435-1
AEC Manual
10-17-62

AGRICULTURAL ECONOMICS CIRCULAR No. 93

Replacement of Government Checks

I PURPOSE

This Circular prescribes the procedure to be followed in reporting lost, stolen, destroyed, mutilated, or defaced Government checks.

II GENERAL

Under provisions of law, the Secretary of the Treasury has authority to issue through the Disbursing Officer new checks of current date to replace lost, stolen, destroyed, mutilated, or defaced checks. The law authorizes the transfer to a special deposit account of the amount of the checks to be replaced and issuance of substitute checks against that account.

III ACTION TO BE TAKEN

A Payee

1 When Checks are Lost, Stolen, or Destroyed. The payee of a lost, stolen, or destroyed check shall notify the Division of Budget and Finance, (DBF), MOS, by submitting Form MOS-153, Notice of Lost, Stolen, or Destroyed Check (see attached copy), or by memorandum when Form MOS-153 is not available. If a memorandum is used, state the period covered by the check if applicable, the amount of the check if known, whether or not the check was endorsed, and any additional information, such as that included on Form MOS-153, that will make possible positive identification of the check. When a check is lost in the mail, the loss should not be reported until thorough search and inquiry has been made of the local mail room and with the local postal authorities.

2 When Checks Are Mutilated or Defaced. The payee shall submit the mutilated or defaced check with Form MOS-153 or by memorandum to DBF.

(III)

B Division of Budget and Finance. DBF shall (1) send the payee Form MOS-153 with necessary instructions if MOS-153 has not already been received, (2) complete the form by furnishing information needed by the Disbursing Officer, and (3) authorize issuance of substitute checks. Upon receipt of information concerning the nonreceipt, loss, destruction, mutilation, or defacement of a check, DBF shall notify the Disbursing Officer immediately by memorandum if Form MOS-153 has not yet been received and forward the MOS-153 when received, accompanied by the check, if any.

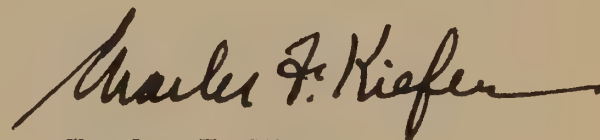
IV CHECKS RECOVERED AFTER SUBMITTING MOS-153

A If the original check is recovered after the payee has submitted MOS-153 and before the substitute check has arrived, the payee shall immediately notify DBF in writing, and request instructions concerning disposition of the original check.

B If the recovery occurs after a replacement check has been received, the payee shall send the original check to DBF for transmittal to the Disbursing Officer.

V REQUIREMENTS OF THE DISBURSING OFFICER

After the Disbursing Officer reviews the information submitted by the payee, and determines that the check is outstanding, he will send the necessary Treasury Department forms to the payee. The payee should give all the information requested in order to insure prompt issuance of a replacement check, and return the forms to the Disbursing Officer.



Charles F. Kiefer
Executive Director
Management Operations Staff

Attachment

U. S. DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF

NOTICE OF LOST, STOLEN, OR DESTROYED CHECK

NOTE: Prepare this form in original and two copies. Submit to Division of Budget & Finance, MOS.

To: Disbursing Officer		FROM: (AGENCY, DIVISION AND BRANCH)		
ADDRESS (LEAVE BLANK)		LOCATED AT (CITY AND STATE)		
1. NET AMOUNT OF CHECK \$ _____	2. NAME OF PAYEE		3. ADDRESS	
4. PURPOSE	5. PERIOD	6. CHECK RECEIVED YES ☐ NO ☐	7. IF "YES," CHECK WAS (CHECK ONE) LOST ☐ DESTROYED ☐ STOLEN ☐	8. WAS CHECK ENDORSED? YES ☐ NO ☐

Circumstances in connection with nonreceipt, loss, or destruction of check are as follows:

I have made diligent effort to locate the check described above, but without success. It is requested that payment thereon be stopped and a duplicate check issued.

(NAME OF PAYEE AS SHOWN ON INVOICE OR PAYROLL)

(PRESENT ADDRESS)

*SIGN
ALL
COPIES*

(SIGNATURE)

(DATE)

(TITLE)

ADDITIONAL INFORMATION FOR DISBURSING OFFICER (To be supplied by Div. of B & F, M.O.S.)

CHECK NO.	DATE PAID	D.O. VOUCHER NO.	SYMBOL	NET AMOUNT \$ _____
-----------	-----------	------------------	--------	----------------------------

(AUTHORIZED CERTIFYING OFFICER)

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ECONOMICS

MANAGEMENT OPERATIONS STAFF

WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 94

Reporting Official Mail Materials

I PURPOSE

This Circular prescribes procedures for reporting (1) postage and fees paid materials which are acquired, produced or procured for official mail purposes; and (2) estimated disappearance of such materials other than by use in the mails.

II MATERIALS TO BE REPORTED

The following official mail materials shall be reported by:

A Administrative Officers. All official mail materials acquired from the Central Supply Section of the Department's Office of Plant and Operations for the division's own use.

B Division of Administrative Services. All envelopes (1) purchased from Government contractors bearing the postage and fees paid symbol; (2) all Treasury envelopes supplied to offices; and (3) all forms and post cards bearing the postage and fees paid symbol obtained on printing orders by DAS.

C Division of Budget and Finance. The number of publications and other mailings made by the Office of Plant and Operations, Service Operations Division, using the postage and fees symbol.

D Field Offices.

1 Acquired materials - common use envelopes purchased direct from GSA Stores Stock Depots.

2 Produced materials - self-mailers such as releases, post cards, etc., on which the postage and fees paid symbol is reproduced by the duplicating equipment in the field office.

III REPORTS REQUIRED

All reports (original only) for each fiscal year should be completed and

(III)

sent directly to the Division of Administrative Services (RC), Management Operations Staff, within 10 days after the close of the fiscal year.

A Administrative Officer - shall complete Form MOS-803, Annual Official Mail Acquisition and Disappearance Report (Washington, D. C.), (sample form attached). Fill in Item 2 of Form MOS-803 only where applicable.

B Division of Administrative Services.

1 Shall report by memorandum (a) a summary of purchase orders (AD-38's) for official mail materials delivered to Washington divisions and field offices by Government contractors, and (b) the number of Treasury Department envelopes supplied to field offices or delivered to Washington divisions.

2 Shall report by memorandum all forms and post cards bearing the postage and fees paid symbol obtained from printing orders shipped direct to field offices or delivered to Washington divisions.

C Division of Budget and Finance - shall report by memorandum from the AD-270's, Request for Reproduction Service, the number of materials, by type and by division, mailed by the Office of Plant and Operations, Service Operations Division.

D Field Offices - shall complete Form MOS-804, Annual Official Mail Acquisition, Production and Disappearance Report (Field), (sample form attached), as follows:

1 Item 1. Show all quantities of official mail material purchased from GSA Stores Stock Depots.

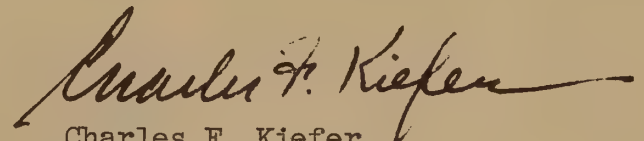
2 Item 2. Show amount of material reproduced by the field office duplicating equipment.

3 Item 3. Show total estimated disappearance other than by use of mails. (Principally, number of non-returns from questionnaire mailings.)

Report the number of self-mailed Agricultural Situations separately in "Remarks."

IV CONSOLIDATED REPORT

The Division of Administrative Services shall consolidate all reports by divisions. Not later than July 25, the Records and Communications Branch shall report by memorandum to the administrative officers of each division the total gross acquisition of official mail materials; the allowance for spoilage, non-returns, etc.; the total net acquisition; and the divisions's present unit cost for items mailed.



Charles F. Kiefer
Executive Director
Management Operations Staff

Attachments

**ANNUAL OFFICIAL MAIL
ACQUISITION, AND DISAPPEARANCE
REPORT (WASH., D. C.)**

AGENCY DIVISION

DATE OF REPORT

FISCAL YEAR

INSTRUCTIONS: SUBMIT THIS REPORT BY JULY 10. Prepare it in accordance with Agri. Economics Circular 94. Send original to Division of Administrative Services (RC), MOS.

1. QUANTITIES OF OFFICIAL MAIL MATERIAL PROCURED FROM CENTRAL SUPPLY SECTION, PLANT & OPERATIONS.

SMALL ENVELOPE*	LARGE ENVELOPE	CARDS	LABELS	TAGS

2. QUANTITIES OF DISAPPEARANCE (Number of nonreturns from questionnaire mailings).

SMALL ENVELOPES	CARDS	OTHER

*NOT LARGER THAN 4 1/8" x 9 1/2".

(Administrative Officer)

ANNUAL OFFICIAL MAIL ACQUISITION, PRODUCTION AND DISAPPEARANCE REPORT (FIELD)

AGENCY DIVISION	
CITY, STATE	DATE OF REPORT
FOR FISCAL YEAR	

INSTRUCTIONS: SUBMIT THIS REPORT BY JULY 10. Prepare it in accordance with Agricultural Economics Circular 94. Send original to Division of Administrative Services (RC), MOS.

	SMALL ENVELOPES*	LARGE ENVELOPES	LABELS	CARDS	TAGS	OTHER (including self-mailers)
1. QUANTITIES OF OFFICIAL MAIL MATERIAL PUR- CHASED FROM GSA STORES STOCK DEPOTS.						
2. PRODUCED LOCALLY						
3. TOTAL ESTIMATED DISAP- PEARANCE OTHER THAN BY USE IN THE MAILS. (Explain any unusual loss as spoilage in "Remarks").						

* NOT LARGER THAN 4 1/8" x 9 1/2".

REMARKS:

(Signature and title of responsible official)

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ECONOMICS MANAGEMENT OPERATIONS STAFF WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 94

Reporting Official Mail Materials

I PURPOSE

This Circular prescribes procedures for reporting (1) postage and fees paid materials which are acquired, produced or procured for official mail purposes; and (2) estimated disappearance of such materials other than by use in the mails.

II MATERIALS TO BE REPORTED

The following official mail materials shall be reported by:

A Administrative Officers. All official mail materials acquired from the Central Supply Section of the Department's Office of Plant and Operations for the division's own use.

B Division of Administrative Services. All envelopes (1) purchased from Government contractors bearing the postage and fees paid symbol; (2) all Treasury envelopes supplied to offices; and (3) all forms and post cards bearing the postage and fees paid symbol obtained on printing orders by DAS.

C Division of Budget and Finance. The number of publications and other mailings made by the Office of Plant and Operations, Service Operations Division, using the postage and fees symbol.

D Field Offices.

1 Acquired materials - common use envelopes purchased direct from GSA Stores Stock Depots.

2 Produced materials - self-mailers such as releases, post cards, etc., on which the postage and fees paid symbol is reproduced by the duplicating equipment in the field office.

III REPORTS REQUIRED

All reports (original only) for each fiscal year should be completed and

(III)

sent directly to the Division of Administrative Services (RC), Management Operations Staff, within 10 days after the close of the fiscal year.

A Administrative Officer - shall complete Form MOS-803, Annual Official Mail Acquisition and Disappearance Report (Washington, D. C.), (sample form attached). Fill in Item 2 of Form MOS-803 only where applicable.

B Division of Administrative Services.

1 Shall report by memorandum (a) a summary of purchase orders (AD-38's) for official mail materials delivered to Washington divisions and field offices by Government contractors, and (b) the number of Treasury Department envelopes supplied to field offices or delivered to Washington divisions.

2 Shall report by memorandum all forms and post cards bearing the postage and fees paid symbol obtained from printing orders shipped direct to field offices or delivered to Washington divisions.

C Division of Budget and Finance - shall report by memorandum from the AD-270's, Request for Reproduction Service, the number of materials, by type and by division, mailed by the Office of Plant and Operations, Service Operations Division.

D Field Offices - shall complete Form MOS-804, Annual Official Mail Acquisition, Production and Disappearance Report (Field), (sample form attached), as follows:

1 Item 1. Show all quantities of official mail material purchased from GSA Stores Stock Depots.

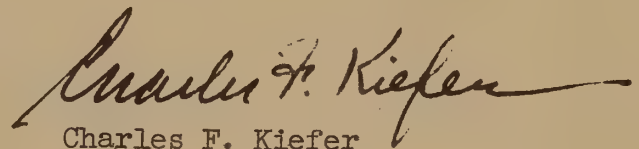
2 Item 2. Show amount of material reproduced by the field office duplicating equipment.

3 Item 3. Show total estimated disappearance other than by use of mails. (Principally, number of non-returns from questionnaire mailings.)

Report the number of self-mailed Agricultural Situations separately in "Remarks."

IV CONSOLIDATED REPORT

The Division of Administrative Services shall consolidate all reports by divisions. Not later than July 25, the Records and Communications Branch shall report by memorandum to the administrative officers of each division the total gross acquisition of official mail materials; the allowance for spoilage, non-returns, etc.; the total net acquisition; and the divisions's present unit cost for items mailed.



Charles F. Kiefer
Executive Director
Management Operations Staff

Attachments

ANNUAL OFFICIAL MAIL
ACQUISITION, AND DISAPPEARANCE
REPORT (WASH., D. C.)

AGENCY DIVISION

DATE OF REPORT

FISCAL YEAR

INSTRUCTIONS: SUBMIT THIS REPORT BY JULY 10. Prepare it in accordance with Agri. Economics Circular 94. Send original to Division of Administrative Services (RC), MOS.

1. QUANTITIES OF OFFICIAL MAIL MATERIAL PROCURED FROM CENTRAL SUPPLY SECTION, PLANT & OPERATIONS.

SMALL ENVELOPE*	LARGE ENVELOPE	CARDS	LABELS	TAGS
-----------------	----------------	-------	--------	------

2. QUANTITIES OF DISAPPEARANCE (Number of nonreturns from questionnaire mailings).

SMALL ENVELOPES	CARDS	OTHER
-----------------	-------	-------

*NOT LARGER THAN 4 1/8" x 9 1/2".

(Administrative Officer)

ANNUAL OFFICIAL MAIL ACQUISITION, PRODUCTION AND DISAPPEARANCE REPORT (FIELD)

AGENCY DIVISION	
CITY, STATE	FOR FISCAL YEAR
DATE OF REPORT	

INSTRUCTIONS: SUBMIT THIS REPORT BY JULY 10. Prepare it in accordance with Agricultural Economics Circular 94. Send original to Division of Administrative Services (RC), MOS.

	SMALL ENVELOPES*	LARGE ENVELOPES	LABELS	CARDS	TAGS	OTHER (Including self-mailers)
1. QUANTITIES OF OFFICIAL MAIL MATERIAL PUR- CHASED FROM GSA STORES STOCK DEPOTS.						
2. PRODUCED LOCALLY						
3. TOTAL ESTIMATED DISAP- PEARANCE OTHER THAN BY USE IN THE MAIL. (Explain any unusual losses as spoilage in "Remarks").						

* NOT LARGER THAN 4 1/8" x 9 1/2".

REMARKS

(Signature and title of responsible official)

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ECONOMICS

MANAGEMENT OPERATIONS STAFF

WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 95

Payment for Official Mail

I PURPOSE

This Circular (1) sets forth the basis for determining the payments which are to be made to the Post Office Department for postage and fees paid materials (referred to as official mail); and (2) prescribes procedures for establishing estimates, recording obligations, and making such payments.

II BASIS FOR DETERMINING AND MAKING PAYMENTS

A How Payments Are Determined. The amount of reimbursement to the Post Office Department for each fiscal year will be determined at the beginning of the fiscal year. The Division of Administrative Services (DAS) shall determine the amount, basing the determination on an average net acquisition (i.e., total acquisitions less allowance for spoilage, nonreturns, obsolescence, etc.) of official mail materials; and an average mailing cost (referred to as unit cost).

B How Payments Are Made. Management Operations Staff (MOS) will reimburse the Post Office Department quarterly for official mail. Payments will be made in four equal amounts.

III ESTABLISHING AND REPORTING INITIAL ESTIMATES OF ACQUISITIONS

Upon receipt from DAS at the beginning of each fiscal year of the report of acquisitions for the previous year (furnished in accordance with Section IV of Agricultural Economics Circular No. 94, Reporting Official Mail Materials) division administrative officers shall:

A Estimate their needs for all official mail for the current fiscal year, basing this estimate on net acquisitions for the past fiscal year adjusted for anticipated program changes which will affect acquisitions; and

B Submit the total acquisition estimate for the division, including the allotment or work plan to be charged, by memorandum (original only) to DAS, (RC), by August 1 each year.

IV ESTABLISHING FINAL COSTS

The DAS shall:

A Analyze the acquisition estimates submitted by divisions;

B Determine the cost for official mail for each division, basing this on an average of division acquisitions for a specific period multiplied by a unit cost for the division; and

C Notify each division, by August 15, of the amount to be obligated and paid by the division for the fiscal year for (1) parcel post, and (2) official mail other than parcel post.

V OBLIGATIONS

A Establishing Initial Obligations. At the beginning of each fiscal year, administrative officers shall:

1 Estimate the cost for parcel post and for official mail other than parcel post^{1/} for the year. Base this estimate on the past year's cost and anticipated program changes.

2 Obligate in July for the first quarter one-fourth of the annual estimates for parcel post and for official mail other than parcel post. (Cost of parcel post is obligated as "transportation of things"; cost of official mail other than parcel post is obligated as "communication services".)

B Adjusting Obligations. Upon receipt of notification from the DAS of the amounts to be paid for parcel post and for mail other than parcel post for the year (as provided by Section IV C above) administrative officers shall:

1 Adjust the first quarter obligations for parcel post and for official mail other than parcel post so that the amounts obligated for the first quarter equal one-fourth of the amount to be paid for the fiscal year.

^{1/} When parcel post costs are less than \$12 a year for any one fund, combine the amount with the amount for official mail other than parcel post.

(V B)

2 Obligate at the beginning of each of the remaining quarters one-fourth of the amount to be paid for the fiscal year for parcel post and for official mail other than parcel post.

VI AUTHORIZING PAYMENTS

To authorize quarterly payments to the Post Office Department for official mail, DAS shall within 5 days after each quarter by memorandum authorize the Division of Budget and Finance to:

A Liquidate the divisions' obligations for the quarterly cost of official mail;

B Prepare SF-1166, Voucher and Schedule of Payments, payable to the Director of Postal Funds, in the amounts authorized by divisions for quarterly payments; and

C Forward the original and one copy of SF-1166 to the Department's Office of Budget and Finance within 15 days after the close of each quarter.

VII ADJUSTMENTS

Adjustments in payments to the Post Office Department shall not be made except to reflect significant changes in postal rates, Agricultural Economics organization, or Agricultural Economics programs such as the inauguration of a new program or the discontinuance of an old program. Adjustments shall not be made for variations in actual acquisitions for a given year as compared with the estimate for that year. If an adjustment appears to be necessary, the division shall contact DAS. DAS shall determine whether the change is significant and, if so, shall initiate appropriate action to adjust payments.

VIII REPORTS - DIVISION OF ADMINISTRATIVE SERVICES

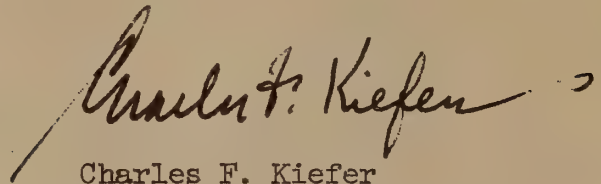
DAS shall prepare and submit a report to the Department's Office of Budget and Finance, by August 15 each year. The report shall contain:

A The total payment for official mail to be made to the Post Office Department for the current fiscal year;

(VIII)

B An explanation of any difference from the previous year's cost; and

C Any other information that may be required.


Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 96

Annual Report of Records Holdings

I PURPOSE

This instruction outlines procedures for preparing and submitting the annual report of records holdings.

II NATURE OF REPORT

The General Services Administration, under authority of the Federal Records Act, requires that each Federal agency submit regularly a statistical summary of records holdings and disposition. This report shows (1) the volume of records on hand at the beginning and end of each reporting period, and (2) the volume accumulated and disposed of during the same reporting period. For ERS, SRS, and MOS this period ends this June 15, 1962, and each year thereafter on March 31.

III RESPONSIBILITY FOR REPORTING AND DUE DATE

A Field Locations. All field locations shall submit a report on their records holdings to reach MOS, DAS (RC), Washington 25, D. C., by July 1, 1962, and the first week of April each succeeding year.

B Washington Offices.

1 Each ERS and SRS branch shall forward its report to the division administrative officer. Without consolidating these reports, he shall forward them all to DAS (RC). He shall also include a combined report for his immediate office and that of his division director. Due dates are July 1, 1962 and the first week of April each succeeding year.

2 The CRB and OSB should report separately to their Administrative Officers.

3 DAS shall prepare the report for the Offices of the Administrators, ERS and SRS; SEG; and MOS divisions.

IV REPORT PREPARATION

A Field Locations. Field locations shall prepare Form MOS-392, Annual Report of Records Holdings (Field Locations). Exhibit A illustrates the preparation of the report with detailed instructions. Prepare the

(IV A)

form in duplicate. Retain one copy for use in preparing the following year's report. If any field location is unable to locate its last report for "previous inventory" (item 1), contact DAS (RC). For locations derived from AMS, the Form was AMS-392; for locations derived from ARS, the Form was AS-19. Mail to USDA, MOS, DAS(RC), Wash. 25, D.C.

B Washington Offices. Washington offices shall prepare Form MOS-392-A, Annual Report of Records Holdings (Washington Office). See Exhibit B. Prepare the form in duplicate. Retain one copy for use in preparing the following year's report. All other figures necessary for the GSA report will be compiled and reported by the Records and Communications Branch, DAS.

V MATERIAL TO BE REPORTED

A Records. Include in the report all records whether maintained in filing equipment, open shelving, packages, etc. Records are papers, processed forms, correspondence, maps, photographs, and other documentary materials, regardless of physical form or characteristics, made or received by an agency pursuant to Federal Law or in the transaction of public business and preserved as evidence of the organization, functions, policies, decisions, procedures, or operations of an agency, or because of their informational value.

B Nonrecord Materials. Nonrecord materials are papers, processed forms, correspondence, maps, books, pamphlets, photographs, and comparable items (1) which are developed or received solely for reference or supply; or (2) which are not appropriate for preservation because they contain no significant evidence of agency activities or have no informational value. However, certain materials classed as nonrecords for disposition purposes should be included in reports of records holdings. The following is a guide:

1 Material To Be Included.

a Reference Files. Any files of published or written materials used as reference aids in connection with the functions of the office, provided such materials are maintained in filing equipment.

(V B 1)

b Other Material. Extra copies of correspondence, executed forms, indexes, chronological or cross reference files, tickler files, and other similar items used as adjuncts to the record material, or interfiled or intermingled with such material.

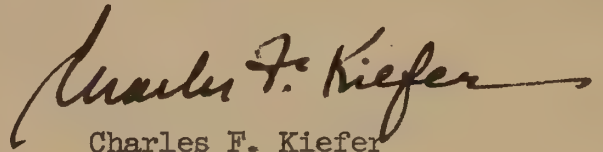
2 Material To Be Excluded.

a Stocks of blank forms, publications, and processed documents preserved for supply purposes.

b Printed books and other bound printed volumes, or reproduced reference materials not maintained in filing equipment.

VI DATA ON RECORDS DISPOSED OF DURING THE YEAR

All reporting units shall keep a record of significant amounts of records material destroyed or disposed of as waste paper during the year. This information will be shown on the report (see Exhibits A and B).



Charles F. Kiefer
Executive Director
Management Operations Staff

Attachments

U. S. Department of Agriculture
 Agricultural Economics
 Annual Report of Records Holdings (Field Locations)
 As of June 15, 1962

Field Operations Division
Reporting Division or Office
Palmer, Alaska
Location

<u>Item</u>	<u>Cubic Feet</u> <u>Office Space</u>	<u>Storage Areas</u> <u>e.g., Attic,</u> <u>Basement (cu.ft.)</u> <u>(Not reported</u> <u>in 1961)</u>	<u>Cu. Ft.</u> <u>Total</u>
1. Previous Inventory (61 report)	<u>322</u>		<u>322</u>
2. Transferred to Federal Records Center--*61 report thru 6/15/62	<u>41</u>		<u>41</u>
3. Disposed of--*61 report thru 6/16/62	<u>32</u>		<u>32</u>
4. Created--*61 report thru 6/15/62	<u>69</u>		<u>69</u>
5. Current Inventory 6/15/62	<u>200</u>	<u>118</u>	<u>318</u>

* Calculate from actual report submission date in 1961.

Explanations:

Field Locations fill out "office space" items 1, 2, 3, 4, and 5; fill out "storage" item 5. Then fill out "total" column for items 1, 2, 3, 4, and 5.

Item 1: Use figures reported the previous year.

Item 2: Volume of records transferred to Federal Records Centers.

Item 3: Summary of records destroyed or disposed of as waste paper.

Item 4: Estimated volume of records created. This item should be used to bring about a balanced adjustment for the report period.

Item 5: Physical inventory of correspondence, books, maps, papers, photographs and other documentary material as described in AE Circular 96, Section V. Arithmetical proof: Items (1) - (2) - (3) + (4) = (5).

Calculate cubic feet by the following table:

Letter-size filing cabinets (filled but workable) - $1\frac{1}{2}$ cu. ft. per drawer.

Legal-size filing cabinets (filled but workable) - 2 cu. ft. per drawer.

Tabulating card box - $1/5$ cu. ft.

Tabulating cards - 10,000 cards equal 1 cu. ft.

12-inch 3 x 5 file drawer - $1/10$ cu. ft.

12-inch 4 x 6 file drawer - $1/6$ cu. ft.

12-inch 5 x 8 file drawer - $1/4$ cu. ft.

Map cases and other outsized equipment, or containers = cubic measurement of inside of containers.

Adjust figures for partially filled cabinets.

Signature of person reporting

Title

Date

MOS 392A

U. S. Department of Agriculture
Agricultural Economics
Annual Report of Records Holdings (Wash. Offices)
As of June 15, 1962

Reporting Division or Office

Branch

<u>Item</u>	<u>File Rooms & Offices</u> <u>(Volume in Cubic Feet)</u>
1. Disposed of 10/1/61 - 6/15/62	
2. Created 10/1/61 - 6/15/62	

Explanations:

Item 1: Include only amount of records destroyed or disposed of as waste paper.

Item 2: Estimated volume of records created.

Calculate cubic feet by the following table:

Letter-size filing cabinets (filled but workable) - 1 1/2 cu. ft. per drawer.
Legal-size filing cabinets (filled but workable) - 2 cu. ft. per drawer.
Tabulating card box - 1/5 cu. ft.
Tabulating cards - 10,000 cards equal 1 cu. ft.
12-inch 3 x 5 file drawer - 1/10 cu. ft.
12-inch 4 x 6 file drawer - 1/6 cu. ft.
12-inch 5 x 8 file drawer - 1/4 cu. ft.
Map cases and other outsized equipment, or containers - cubic measurement of inside of containers.

Adjust figures for partially filled cabinets.

Signature

Title

By

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 96

Annual Report of Records Holdings

I PURPOSE

This instruction outlines procedures for preparing and submitting the annual report of records holdings.

II NATURE OF REPORT

The General Services Administration, under authority of the Federal Records Act, requires that each Federal agency submit regularly a statistical summary of records holdings and disposition. This report shows (1) the volume of records on hand at the beginning and end of each reporting period, and (2) the volume accumulated and disposed of during the same reporting period. For ERS, SRS, and MOS this period ends this June 15, 1962, and each year thereafter on March 31.

III RESPONSIBILITY FOR REPORTING AND DUE DATE

A Field Locations. All field locations shall submit a report on their records holdings to reach MOS, DAS (RC), Washington 25, D. C., by July 1, 1962, and the first week of April each succeeding year.

B Washington Offices.

1 Each ERS and SRS branch shall forward its report to the division administrative officer. Without consolidating these reports, he shall forward them all to DAS (RC). He shall also include a combined report for his immediate office and that of his division director. Due dates are July 1, 1962 and the first week of April each succeeding year.

2 The CRB and OSB should report separately to their Administrative Officers.

3 DAS shall prepare the report for the Offices of the Administrators, ERS and SRS; SEG; and MOS divisions.

IV REPORT PREPARATION

A Field Locations. Field locations shall prepare Form MOS-392, Annual Report of Records Holdings (Field Locations). Exhibit A illustrates the preparation of the report with detailed instructions. Prepare the

(IV A)

form in duplicate. Retain one copy for use in preparing the following year's report. If any field location is unable to locate its last report for "previous inventory" (item 1), contact DAS (RC). For locations derived from AMS, the Form was AMS-392; for locations derived from ARS, the Form was AS-19. Mail to USDA, MOS, DAS(RC), Wash. 25, D.C.

B Washington Offices. Washington offices shall prepare Form MOS-392-A, Annual Report of Records Holdings (Washington Office). See Exhibit B. Prepare the form in duplicate. Retain one copy for use in preparing the following year's report. All other figures necessary for the GSA report will be compiled and reported by the Records and Communications Branch, DAS.

V MATERIAL TO BE REPORTED

A Records. Include in the report all records whether maintained in filing equipment, open shelving, packages, etc. Records are papers, processed forms, correspondence, maps, photographs, and other documentary materials, regardless of physical form or characteristics, made or received by an agency pursuant to Federal Law or in the transaction of public business and preserved as evidence of the organization, functions, policies, decisions, procedures, or operations of an agency, or because of their informational value.

B Nonrecord Materials. Nonrecord materials are papers, processed forms, correspondence, maps, books, pamphlets, photographs, and comparable items (1) which are developed or received solely for reference or supply; or (2) which are not appropriate for preservation because they contain no significant evidence of agency activities or have no informational value. However, certain materials classed as nonrecords for disposition purposes should be included in reports of records holdings. The following is a guide:

1 Material To Be Included.

a Reference Files. Any files of published or written materials used as reference aids in connection with the functions of the office, provided such materials are maintained in filing equipment.

(V B 1)

b Other Material. Extra copies of correspondence, executed forms, indexes, chronological or cross reference files, tickler files, and other similar items used as adjuncts to the record material, or interfiled or intermingled with such material.

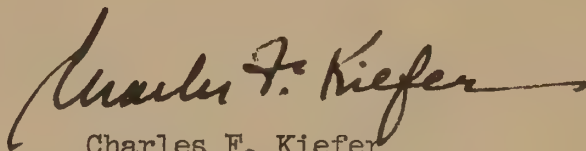
2 Material To Be Excluded.

a Stocks of blank forms, publications, and processed documents preserved for supply purposes.

b Printed books and other bound printed volumes, or reproduced reference materials not maintained in filing equipment.

VI DATA ON RECORDS DISPOSED OF DURING THE YEAR

All reporting units shall keep a record of significant amounts of records material destroyed or disposed of as waste paper during the year. This information will be shown on the report (see Exhibits A and B).


Charles F. Kiefer
Executive Director
Management Operations Staff

Attachments

MOS 392

U. S. Department of Agriculture
 Agricultural Economics
 Annual Report of Records Holdings (Field Locations)
 As of June 15, 1962

Field Operations Division
 Reporting Division or Office

Palmer, Alaska

Location

Item	Cubic Feet Office Space	Storage Areas e.g., Attic, Basement (cu.ft.) (Not reported in 1961)	Cu. Ft. Total
1. Previous Inventory (61 report)	322		322
2. Transferred to Federal Records Center--*61 report thru 6/15/62	41		41
3. Disposed of--*61 report thru 6/16/62	32		32
4. Created--*61 report thru 6/15/62	69		69
5. Current Inventory 6/15/62	200	118	318

* Calculate from actual report submission date in 1961.

Explanations:

Field Locations fill out "office space" items 1, 2, 3, 4, and 5; fill out "storage" item 5. Then fill out "total" column for items 1, 2, 3, 4, and 5.

Item 1: Use figures reported the previous year.

Item 2: Volume of records transferred to Federal Records Centers.

Item 3: Summary of records destroyed or disposed of as waste paper.

Item 4: Estimated volume of records created. This item should be used to bring about a balanced adjustment for the report period.

Item 5: Physical inventory of correspondence, books, maps, papers, photographs and other documentary material as described in AE Circular 96, Section V. Arithmetical proof: Items (1) - (2) - (3) + (4) = (5).

Calculate cubic feet by the following table:

Letter-size filing cabinets (filled but workable) - $1\frac{1}{2}$ cu. ft. per drawer.

Legal-size filing cabinets (filled but workable) - 2 cu. ft. per drawer.

Tabulating card box - $1/5$ cu. ft.

Tabulating cards - 10,000 cards equal 1 cu. ft.

12-inch 3 x 5 file drawer - $1/10$ cu. ft.

12-inch 4 x 6 file drawer - $1/6$ cu. ft.

12-inch 5 x 8 file drawer - $1/4$ cu. ft.

Map cases and other outsized equipment, or containers = cubic measurement of inside of containers.

Adjust figures for partially filled cabinets.

Signature of person reporting

Title

Date

MOS 392A

U. S. Department of Agriculture
Agricultural Economics
Annual Report of Records Holdings (Wash. Offices)
As of June 15, 1962

Reporting Division or Office

Branch

<u>Item</u>	<u>File Rooms & Offices (Volume in Cubic Feet)</u>
1. Disposed of 10/1/61 - 6/15/62	
2. Created 10/1/61 - 6/15/62	

Explanations:

Item 1: Include only amount of records destroyed or disposed of as waste paper.

Item 2: Estimated volume of records created.

Calculate cubic feet by the following table:

Letter-size filing cabinets (filled but workable) - 1 1/2 cu. ft. per drawer.
Legal-size filing cabinets (filled but workable) - 2 cu. ft. per drawer.
Tabulating card box - 1/5 cu. ft.
Tabulating cards - 10,000 cards equal 1 cu. ft.
12-inch 3 x 5 file drawer - 1/10 cu. ft.
12-inch 4 x 6 file drawer - 1/6 cu. ft.
12-inch 5 x 8 file drawer - 1/4 cu. ft.
Map cases and other outsized equipment, or containers - cubic measurement of inside of containers.

Adjust figures for partially filled cabinets.

Signature

Title

By

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 97

Estimated Reimbursements, Work Plan Codes, and Initial Apportionments,
Fiscal Year 1963

I PURPOSE

This Circular is for use by divisions in ERS, SRS, and MOS in preparing and submitting information on certain budgetary and fiscal requirements necessary in carrying out Agricultural Economics activities with fiscal year 1963 funds. (Fund and limitation codes for fiscal year 1963 are set forth in Exhibit A, attached.)

II PREPARATION AND SUBMISSION OF INFORMATION REQUESTED

A Forms and Due Dates. The forms indicated below are to be submitted to the Division of Budget and Finance (DBF). Forms MOS-154 and 155, pertaining to fund requirements, which were submitted last year with respect to FY 1962 funds, will not be required. This information for FY 1963 was recently obtained from division submissions in connection with the FY 1964 "Zero-based" agency budget estimates.

<u>Identifying Number and Title of Form</u>	<u>No. of Copies</u>	<u>Due Date</u>
Form MOS-2, Statement of Estimated Reimbursements or Receipts.	3	June 20, 1962
Form MOS-157, Apportionment of Fund Requirements for Fiscal Year 196-.	3	When advised by DBF
Form MOS-158, Work Plan and Sub-Work Plan Codes Proposed for Fiscal Year 196-.	4	June 15, 1962

B Completion of Forms. Specific instructions for completion of the forms are outlined below. Call the Budget Branch, DBF, for any assistance necessary.

(II B 1)

1 Form MOS-2. Each applicable program division and staff office shall prepare a separate statement of estimated receipts or reimbursements for each fund. These estimates should reflect, as nearly as can be determined, all reimbursements and receipts expected to be realized during the year. Estimates should be as firm and realistic as possible since these amounts are included in the fund availability for allocation purposes. Show all estimates rounded to the nearest dollar.

2 Form MOS-157. Program divisions shall distribute the total amount shown on the Form MOS-215, Allocation for Salaries and Administrative Expenses, for the funds listed below, by thirds or by quarters as indicated. Receipt of Form MOS-215 by the divisions is contingent on Congressional action on the pending FY 1963 appropriations for the Department. Consequently, divisions will be informally advised by DBF when Form MOS-157 is to be submitted.

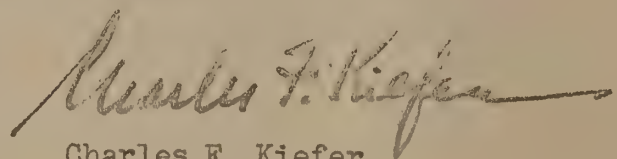
<u>Funds to be Distributed</u>	<u>Time Period</u>
Salaries and Expenses, ERS	by quarters
Salaries and Expenses, SRS	by quarters
Area Redevelopment Act Funds	by quarters
Flood Prevention	by thirds
Watershed Protection	by thirds

Explain, in the column provided, any substantial variation in amounts between time periods by specific reference to the items and the amounts involved. Such variations shall include amounts for advances to other agencies, research contracts, seasonal work, or large nonrecurring amounts. If more space is required, attach additional sheets.

3 Form MOS-158. Administrative officers are to prepare this form for work plans and sub-work plans. Exhibit A lists fund and limitation codes, fiscal year 1963. See Agricultural Economics Circular No. 5 for basic allottee and work plan code symbols. Any questions as to funds to be listed should be referred to the Budget Branch, DBF.

III PROCUREMENT OF FORMS

Forms required by this Circular are stocked by the Division of Administrative Services. Necessary copies may be requested on Form MOS-214, Requisition for Supplies, Equipment, and Services.



Charles F. Kiefer
Executive Director

Management Operations Staff

Attachment

Page 2

6-14-62

FUNDS AND LIMITATION CODES, FISCAL YEAR 1963

<u>Type of Fund</u>	<u>Code</u>	<u>Fund and Limitation</u>
ECONOMIC RESEARCH SERVICE		
Annual Appropriations	300-E	Salaries and Expenses, Economic Research Service
1231700	301-E	Salaries and Expenses, All Other
	302-E	Special Study on Price Spreads
	303-E	Special Study on Competition
	304-E	Special Study on Price Spreads (Contracts)
	305-E	Salaries and Expenses, ERS (Other Research Contracts)
Advances from other Agencies in the Department of Agriculture		
12X1067	322-E	Transfer Account - SCS - Watershed Protection
12X1036	323-E	Transfer Account - SCS - Flood Prevention
Working Funds	325-E	Consolidated Working Funds, General, Agriculture, 1963 (Area Redevelopment Act Funds)
1233900		
Advances from other Departments		
12-1131025	330-E	Transfer Account- Agency for International Development - Domestic Program Expenses
12-1131004	331-E	Transfer Account - Agency for International Development - Administrative Expenses
Trust Accounts		
12X8200(17).002	341-E	Miscellaneous Contributed Funds (Oregon, Washington, California Pear Bureau)
12X8200(17).003	342-E	Miscellaneous Contributed Funds (National Apple Institute)
12X8200(17).004	343-E	Miscellaneous Contributed Funds (Montana Agricultural Experiment Station)
12X8200(17).005	344-E	Miscellaneous Contributed Funds (Milk Industry Foundation)
12X8200(17).006	345-E	Miscellaneous Contributed Funds (North Carolina Agricultural Experiment Station)

<u>Type of Fund</u>	<u>Code</u>	<u>Fund and Limitation</u>
STATISTICAL REPORTING SERVICE		
Annual Appropriations	300-S	Salaries and Expenses, Statistical Reporting Service
1231800	301-S	Salaries and Expenses, All Other
	305-S	Salaries and Expenses, Research Contracts
Working Funds		
1233900	325-S	Consolidated Working Fund, General, Agriculture, 1963 (Area Redevelopment Act Funds)
Advances from Other Departments		
12-1131025	330-S	Transfer Account - Agency for International Development - Domestic Program Expense
12-1131004	331-S	Transfer Account - Agency for International Development - Administrative Expense
Trust Account		
12X8200(18).654	342-S	Miscellaneous Contributed Funds (Texas Valley Tomato Committee)
12X8200(18).655	343-S	Miscellaneous Contributed Funds (Cherry Producers Marketing Cooperative, Incorporated)
12X8200(18).656	344-S	Miscellaneous Contributed Funds (Wisconsin Department of Agriculture)
12X8200(18).657	345-S	Miscellaneous Contributed Funds (Malting Barley Improvement Association)

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

August 2, 1962

To : Division Directors and Administrative Officers
Agricultural Economics

From : Charles F. Kiefer, Executive Director
Management Operations Staff

Subject: Funds and Limitation Codes, Fiscal Year 1963, Exhibit A, Revised,
Agricultural Economics Circular No. 97.

There is enclosed a revision of the subject exhibit. To provide better accounting control, changes were made for fiscal year 1963 in the fund and limitation codes for transfer accounts from Agency for International Development. Workplans have been established in accordance with such codes. Exhibit A is, therefore, changed to reflect the current coding under "Advances from Other Agencies and Departments."

The major change is identification of the transfer account 12-1131004 to Economic Research Service by two administrative sub divisions, coded as 329-E and 330-E to reflect activity under "Technical Consultation and Support" and "Training", respectively. Also, for ERS, transfer account 12-1131000, "Administrative Expenses" is identified by code 331-E. For Statistical Reporting Service, similar alignment of the codes are reflected on the revised exhibit for "Training" and "Administrative Expense", transfer accounts, Agency for International Development.

The attached revision should be substituted for Exhibit A, Circular No. 97, dated June 14, 1962.

Attachment

Charles F. Kiefer

see revision of # 97

1-31-63



FUNDS AND LIMITATION CODES, FISCAL YEAR 1963

<u>Type of Fund</u>	<u>Code</u>	<u>Fund and Limitation</u>
ECONOMIC RESEARCH SERVICE		
Annual Appropriations	300-E	Salaries and Expenses, Economic Research Service
1231700	301-E	Salaries and Expenses, All Other
	302-E	Special Study on Price Spreads
	303-E	Special Study on Competition
	304-E	Special Study on Price Spreads (Contracts)
	305-E	Salaries and Expenses, ERS (Other Research Contracts)
Advances from other Agencies and Departments		
12X1067	322-E	Transfer Account - SCS - Watershed Protection
12X1036	323-E	Transfer Account - SCS - Flood Prevention
1233900	325-E	Consolidated Working Funds, General, Agriculture, 1963, (Area Redevelopment Act Funds)
12-1131004	329-E	Transfer Account - Agency for International Development - Technical Consultation and Support.
12-1131004	330-E	Transfer Account - Agency for International Development - Training
12-1131000	331-E	Transfer Account - Agency for International Development - Administrative Expenses
Trust Accounts		
12X8200(17).002	341-E	Miscellaneous Contributed Funds (Oregon, Washington, California Pear Bureau)
12X8200(17).003	342-E	Miscellaneous Contributed Funds (National Apple Institute)
12X8200(17).004	343-E	Miscellaneous Contributed Funds (Montana Agricultural Experiment Station)
12X8200(17).005	344-E	Miscellaneous Contributed Funds (Milk Industry Foundation)
12X8200(17).006	345-E	Miscellaneous Contributed Funds (North Carolina Agricultural Experiment Station)

<u>Type of Fund</u>	<u>Code</u>	<u>Fund and Limitation</u>
STATISTICAL REPORTING SERVICE		
Annual Appropriations	300-S	Salaries and Expenses, Statistical Reporting Service
1231800	301-S	Salaries and Expenses, All Other
	305-S	Salaries and Expenses, Research Contracts
1233900	325-S	Consolidated Working Fund, General, Agriculture, 1963 (Area Redevelopment Act Funds)
Advances from Other Agencies and Departments		
12-1131004	330-S	Transfer Account - Agency for International Development - Training
12-1131000	331-S	Transfer Account - Agency for International Development - Administrative Expense
Trust Account		
12X8200(18).654	342-S	Miscellaneous Contributed Funds (Texas Valley Tomato Committee)
12X8200(18).655	343-S	Miscellaneous Contributed Funds (Cherry Producers Marketing Cooperative, Incorporated)
12X8200(18).656	344-S	Miscellaneous Contributed Funds (Wisconsin Department of Agriculture)
12X8200(18).657	345-S	Miscellaneous Contributed Funds (Malting Barley Improvement Association)

AGRICULTURAL ECONOMICS CIRCULAR No. 97
Exhibit B

FUNDS AND LIMITATION CODES, FISCAL YEAR 1963
January 1 - June 30, 1963

<u>Type of Fund</u>	<u>Code</u>	<u>Fund and Limitation</u>
<u>ECONOMIC RESEARCH SERVICE</u>		
Annual Appropriations	300-07	Salaries and Expenses, Economic Research Service
1231700	301-07	Salaries and Expenses, All Other
	302-07	Special Study on Price Spreads
	303-07	Special Study on Competition
	304-07	Special Study on Price Spreads (Contracts)
	305-07	Salaries and Expenses, ERS (Other Research Contracts)
Advances from other Agencies and Departments		
12X1067	322-07	Transfer Account - SCS - Watershed Protection
12X1036	323-07	Transfer Account - SCS - Flood Prevention
1233900	325-07	Consolidated Working Funds, General, Agriculture, 1963 (Area Redevelopment Act Funds)
12-1131004	329-07	Transfer Account - Agency for International Development- Technical Consultation and Support
12-1131004	330-07	Transfer Account - Agency for International Development - Training
12-1131000	331-07	Transfer Account - Agency for International Development - Administrative Expenses
12-11X0070	335-07	Transfer Account - Agency for International Development - Inter American Social and Economic Program
12-1131004	336-07	Transfer Account - Agency for International Development - Special Project
Trust Accounts		
12X8200(17).002	341-07	Miscellaneous Contributed Funds (Oregon, Washington, California Pear Bureau)
12X8200(17).003	342-07	Miscellaneous Contributed Funds (National Apple Institute)
12X8200(17).004	343-07	Miscellaneous Contributed Funds (Montana Agricultural Experiment Station)
12X8200(17).005	344-07	Miscellaneous Contributed Funds (Milk Industry Foundation)
12X8200(17).006	345-07	Miscellaneous Contributed Funds (North Carolina Agricultural Experiment Station)

AGRICULTURAL ECONOMICS CIRCULAR No. 97
Exhibit B

<u>Type of Fund</u>	<u>Code</u>	<u>Fund and Limitation</u>
<u>STATISTICAL REPORTING SERVICE</u>		
Annual Appropriations	300-08	Salaries and Expenses, Statistical Reporting Service
1231800	301-08	Salaries and Expenses, All Other
	305-08	Salaries and Expenses, Research Contracts
Working Funds		
1233900	325-08	Consolidated Working Fund, General, Agriculture, 1963 (Area Redevelopment Act Funds)
Advances from other Departments		
12-1131004	329-08	Transfer Account - Agency for International Development - Technical Consultation and Support
12-1131004	330-08	Transfer Account - Agency for International Development - Training Services
12-1131000	331-08	Transfer Account - Agency for International Development - Administrative Expense
Trust Accounts		
12X8200(18).654	342-08	Miscellaneous Contributed Funds (Texas Valley Tomato Committee)
12X8200(18).655	343-08	Miscellaneous Contributed Funds (Cherry Producers Marketing Cooperative, Incorporated)
12X8200(18).656	344-08	Miscellaneous Contributed Funds (Wisconsin Department of Agriculture)
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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 98

USDA Employee Council and Agricultural Economics Employee Council

I PURPOSE

This circular is to explain the organization and functions of the USDA Employee Council and provide for representation for Agricultural Economics employees on the USDA Council and for the organization of an Agricultural Economics Employee Council.

II USDA EMPLOYEE COUNCIL

A Functions. The USDA Employee Council will serve the Director of Personnel in an advisory capacity concerning matters of employees' interest and welfare. The Department has secured employees' viewpoints and suggestions through informal means. The Employee Council will provide formal means for securing employees' participation in the formulation of personnel policies and practices.

B Organization.

1 General. There will be 19 elected members of the Council - one member from each agency of the Department. The elected member must be employed in Washington, D.C. or Beltsville, Maryland. New members will be elected in April and will serve a term of 2 years. Approximately half of the members will be elected on alternate years. SRS and ERS members will be elected in even numbered years.

2 Officers. The USDA Council members will elect one of their members to serve as chairman, one as alternate chairman, and one as Executive Secretary.

III REPRESENTATION FOR AGRICULTURAL ECONOMICS EMPLOYEES

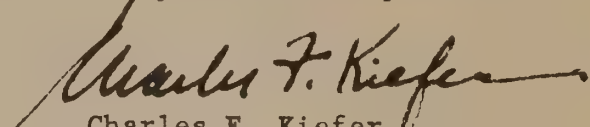
SRS and ERS are each entitled to one member and an alternate member on the USDA Council. The member and alternate member of the USDA Employee Council shall be selected for both SRS and ERS from members of the Agricultural Economics Council (see paragraph V) by members of the Council in a manner which shall be prescribed in the bylaws. Such members will also represent MOS and SEG on the USDA Council.

IV AGRICULTURAL ECONOMICS EMPLOYEE COUNCIL

A Organization. There shall be established in Agricultural Economics an employee council for ERS, SRS, MOS, and SEG to consider matters of general concern to all employees of Agricultural Economics. The council shall consist of one elected representative and an alternate from each division and Board in ERS, SRS, and MOS and one for the SEG Group. Although the council members and alternates shall be employees in the Washington, D. C. area, they shall represent field employees of their respective divisions.

B Bylaws. The Agricultural Economics Council shall devise its bylaws, which bylaws shall provide for a nonvoting member of the Division of Personnel to participate in its meetings in an advisory capacity and for approval of the bylaws by the Division of Personnel prior to adoption. The bylaws shall also provide for selection of a member and alternate member for ERS and SRS to the USDA Council, such members to represent MOS and SEG as well as their own agencies

C Time of Election. In 1962 the election of representatives shall be as soon as possible but not later than July 1, 1962, since Agricultural Economics presently has no representative on the USDA Council. The bylaws will provide the time of election and term of office in subsequent years. For the 1962 election Division Directors and Board Chairmen should immediately appoint a committee to make nominations, prepare ballots and hold the election. The Division of Personnel will work with the Divisions and Boards in holding the election this year and otherwise render any assistance possible.


Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

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Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

July 19, 1962

To : All Employees, ERS, SRS, MDS, SEG,
Washington, D. C. and Field

From : Joseph P. Findlay, Director,
Division of Personnel

Subject: Employee Council

Pursuant to Agricultural Economics Circular No. 98, elections have been held in the various divisions and offices to elect representatives to the Agricultural Economics Employee Council. The following members and alternates have been elected:

ERS Members to AE Employee Council

Economic and Statistical Analysis Division	Farm Economics Division
Charles W. Cobb - Member	Isabel Jenkins - Member
Robert J. Lavell - Alternate	Merton Parsons - Alternate
Marketing Economics Division	Regional Analysis Division
Helen Blake - Member	Mary Long - Member
John Thompson - Alternate	Gae Bennett - Alternate
Development and Trade Analysis Division	
Jewelle Creasy - Member	
Lorraine Wilbur - Alternate	

SRS Members to AE Employee Council

Agricultural Estimates Division	Field Operations Division
Byron Bookhout - Member	Ross Packard - Member
Donald R. Fisher - Alternate	June Vaught - Alternate
Crop Reporting Board	Standards and Research Division
Jackie Hopkins - Member	William Kibler - Member
Pete Weber - Alternate	Helen Fleck - Alternate



MOS Members to AE Employee Council

Division of Administrative Services

Bertha Cumbee - Member

Leonard Vaughn - Alternate

Division of Personnel

Mary Warren - Member

Charles Leman - Alternate

Division of Budget and Finance

Helen Davis - Member

Michael Walsh - Alternate

Division of Information

William Whyte - Member

Howard Lehnert, Jr. - Alternate

Employees should feel free to bring to the attention of their representative matters which would be of concern and should be considered by the Council.

At the first meeting of the Agricultural Economics Employee Council, ERS and SRS members were selected from among the group to serve on the USDA Employee Council as follows:

ERS Members to USDA Employee Council

Mary Long - Member

Jewelle Creasy - Alternate

SRS Members to USDA Employee Council

William Kibler - Member

Byron Bookhout - Alternate

Since MOS and SEG are not entitled to a member on the USDA Employee Council, the ERS and SRS members will represent the interests of MOS and SEG as well as their own agencies.

Joseph P. Findley

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

July 19, 1962

To : All Employees, ERS, SRS, MOS, SEG,
Washington, D. C. and Field

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Division of Personnel

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Marketing Economics Division	Regional Analysis Division
Helen Blake - Member	Mary Long - Member
John Thompson - Alternate	Gae Bennett - Alternate
Development and Trade Analysis Division	
Jewelle Creasy - Member	
Lorraine Wilbur - Alternate	

SRS Members to AE Employee Council

Agricultural Estimates Division	Field Operations Division
Byron Bookhout - Member	Ross Packard - Member
Donald R. Fisher - Alternate	June Vaught - Alternate
Crop Reporting Board	Standards and Research Division
Jackie Hopkins - Member	William Kibler - Member
Pete Weber - Alternate	Helen Fleck - Alternate



MOS Members to AE Employee Council

Division of Administrative Services
Bertha Cumbee - Member
Leonard Vaughn - Alternate

Division of Personnel
Mary Warren - Member
Charles Leman - Alternate

Division of Budget and Finance
Helen Davis - Member
Michael Walsh - Alternate

Division of Information
William Whyte - Member
Howard Lehnert, Jr. - Alternate

Employees should feel free to bring to the attention of their representative matters which would be of concern and should be considered by the Council.

At the first meeting of the Agricultural Economics Employee Council, ERS and SRS members were selected from among the group to serve on the USDA Employee Council as follows:

ERS Members to USDA Employee Council

Mary Long - Member
Jewelle Creasy - Alternate

SRS Members to USDA Employee Council

William Kibler - Member
Byron Bookhout - Alternate

Since MOS and SEG are not entitled to a member on the USDA Employee Council, the ERS and SRS members will represent the interests of MOS and SEG as well as their own agencies.

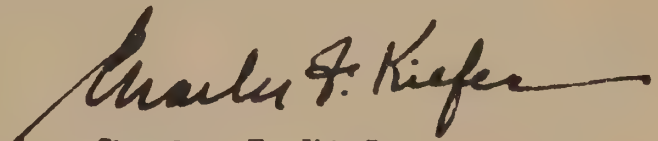
Joseph P. Imdeaz

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Economics
Management Operations Staff
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 99

Time and Attendance Reports
Pay Period Ending July 7, 1962

It is essential that the 1963 fiscal year allotment or work plan code be shown on each time and attendance report submitted to the Fiscal Branch, Division of Budget and Finance, for the pay period beginning June 24 and ending July 7, 1962. Although this is a split pay period and includes working days in both Fiscal Year 1962 and Fiscal Year 1963, it will be necessary to show the Fiscal Year 1963 allotment or work plan code. The first week of the pay period will, of course, be charged against Fiscal Year 1962 funds, and the second week of the pay period will be charged against the new Fiscal Year 1963 funds.



Charles F. Kiefer
Executive Director
Management Operations Staff

DISTRIBUTION: All Divisions and Offices

June 25, 1962

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 100

General Authorization

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- B-1 ERS - Development and Trade Analysis Division
- B-2 ERS - Economic and Statistical Analysis Division
- B-3 ERS - Farm Economics Division
- B-4 ERS - Marketing Economics Division
- B-5 ERS - Regional Analysis Division
- B-6 SRS - Agricultural Estimates Division
- B-7 SRS - Crop Reporting Board
- B-8 SRS - Field Operations Division
- B-9 SRS - Standards and Research Division

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 100

General Authorization

I PURPOSE

A Constitutes the delegation of authority within Agricultural Economics for (1) authorizing and approving travel and the incurrence of necessary travel and station expenses, and (2) certain other administrative authorities necessary for carrying out the authorized programs and activities of Agricultural Economics.

B Sets forth Agricultural Economics policy with regard to authorities delegated.

C Prescribes the extent of delegated authority.

D Sets forth the responsibilities of (1) officials to whom authority is delegated and (2) travelers.

E Sets forth the per diem, mileage, and other travel allowances applicable to travelers of Agricultural Economics - through reference to Agricultural Economics Circular No. 85.

II EFFECTIVE DATE

The provisions of this Circular are effective July 1, 1962, and remain in effect through June 30, 1963. As required by Department Regulations, this General Authorization will be reissued or reaffirmed for each fiscal year. See Section XIV for effect of this Circular on existing instructions applicable to Agricultural Economics.

III POLICY

The policy of Agricultural Economics is to authorize or approve official travel and to exercise procurement, employment, and other authorities delegated herein only to the extent necessary for the effective administration or furtherance of its authorized programs. The authorities listed herein may be exercised only by an official designated herein or by an official to whom such authority has been redelegated. Redelegations are subject to the limitations prescribed herein.

IV TRAVEL AUTHORIZATION AND MAXIMUM PER DIEM AND MILEAGE ALLOWANCES

A Exhibit A, attached, constitutes the Travel Authorization under which travel will be performed in Agricultural Economics, except that requiring issuance of a trip authorization. (See Agricultural Economics Circular No. 85, Section XVII.)

B Agricultural Economics Circular No. 85 sets forth per diem, mileage, and other travel allowances prescribed for travel within Agricultural Economics.

V AUTHORITIES DELEGATED

Authorities relative to the Staff Economists Group are set forth in Agricultural Economics Circular No. 69.

A Authority of the Administrators and Executive Director, MOS.

1 The Secretary of Agriculture has assigned to the Director of Agricultural Economics various functions necessary to carry out authorized programs of the Department. The Administrators of the Economic Research Service and the Statistical Reporting Service, as heads of agencies, and the Executive Director, MOS, are delegated by the Director of Agricultural Economics the authorities incident to carrying out the assigned functions, except where authorizations or approvals above ERS, SRS, and MOS levels are required (see Section VIII). Except for authorities delegated only to the respective Administrators or the Executive Director, MOS, see paragraphs 2 and 3 immediately following, the Administrators and the Executive Director, MOS, may delegate their authority to subordinates and authorize redelegation of such authority to the extent necessary for good administration.

2 The authorities listed below are delegated only to the Administrators of ERS and SRS and the Executive Director, MOS. They may not be redelegated, but in the absence of an Administrator or the Executive Director, MOS, may be exercised by the respective Acting Administrator or Acting Executive Director, MOS.

a Approval of superior accommodations for security purposes when a standard lower berth is available.

b Approval of allowances for per diem in lieu of subsistence of actual subsistence expenses for periods of illness while in travel status in excess of 14 calendar days (including fractional days).

AGRICULTURAL ECONOMICS CIRCULAR No. 100

(V A 2)

c Approval of a request for a per diem or mileage rate in excess of the fixed, uniform rates prescribed in Agricultural Economics Circular No. 85, where such deviation is allowable under Departmental Regulations.

3 The authorities listed below are delegated by the Administrators of ERS and SRS to the Executive Director, MOS, only.

a The authority to approve foreign travel and secure related necessary clearance and approvals from the Department, or from other agencies of the Department.

b The authority to approve attendance at national meetings, meetings of international organizations or groups, held in the United States or elsewhere, and foreign meetings. (See also Agricultural Economics Circular No. 36.)

c The authority to approve all travel to be performed on an actual subsistence expense basis and secure the required concurrence of the Director of Finance.

B Delegation of Authority. The officials occupying or acting in the positions designated below are delegated by the respective Administrator or Executive Director, MOS, as appropriate, the authorities listed in Section VII.

1 Deputy Administrators

2 Assistants to the Administrators

3 Division Directors and Heads of Staff Offices

C Redelegation of Authority. The officials listed in Section V B above are authorized to redelegate to their subordinates the authorities listed in Section VII. Authorities so delegated may, in turn, be redelegated by officials at the division level (deputy directors, assistant directors, assistants to directors, and administrative officers of Washington offices), unless redelegation by such official is specifically excluded in Exhibit B, attached.

D Instrument of Redelegation. Exhibit B is the instrument through which redelegation of authority shall be accomplished.

AGRICULTURAL ECONOMICS CIRCULAR No. 100

(V D)

1 Division directors have redelegated the authorities listed in Section VII to the officials designated in Exhibit B.

2 Redelegations to officials other than those listed in Exhibit B shall be made as supplements to Exhibit B. Requests for issuance of supplements shall be submitted to the Division of Budget and Finance (DBF). Such redelegations shall be made to the highest level consistent with good management.

VI AUTHORITIES NOT INCLUDED IN THIS CIRCULAR

If authorities not included in this Circular are to be delegated, such delegations shall be made in writing and copies furnished DBF.

VII EXTENT OF DELEGATED AUTHORITY

Unless otherwise indicated below, officials listed in Section V B and Exhibit B of this Circular and others to whom authority is redelegated may:

A Authorize, direct, and approve official travel and the incurrence of necessary travel expenses for themselves and the employees under their supervision, in accordance with the provisions of the Standardized Government Travel Regulations and applicable Agricultural Economics Circulars and instructions, including those covered by Exhibits A and B, attached.

B Establish and adjust per diem and mileage allowances within the maximum limitations prescribed in Agricultural Economics Circular No. 85 and Exhibit T attached thereto. Only the officials listed in Section V B are authorized to establish and adjust travel allowances within the maximums prescribed in Agricultural Economics Circular No. 85, Section VIII C 1 b and 2 b; Section IX B; Section X D, F 1 b, and J; and Section XIII. Further, only the officials listed in Section V B (this Circular) can establish or adjust an Exhibit T, or authorize a per diem or mileage rate lower than fixed, uniform rates prescribed in Agricultural Economics Circular No. 85, when such deviation is allowable under Departmental Regulations. Where allowances prescribed are mandatory, no adjustment may be made. Otherwise, when it has been determined that allowances should be adjusted, the authorized official shall take action as follows:

1 When the adjustment applies to a specific trip, he shall issue a notice to the affected employee and transmit a copy to the employee's supervisor, as well as to DBF.

2 When the adjustment is for general application, affecting all employees of the division, all employees at specific locations, all

AGRICULTURAL ECONOMICS CIRCULAR No. 100

(VII B 2)

travel to certain areas, etc., he shall notify the Director, DBF, in writing that he wishes to amend the division's Exhibit T to Agricultural Economics Circular No. 85 to reflect the adjusted allowances.

C Administratively approve vouchers in accordance with the following:

1 The authority to administratively approve travel vouchers is inherent in the authority to authorize and approve travel. Redelegation is subject to the limitations contained in Section V C and may be made only to employees who are in a position to determine the facts relative to the travel (see Section XI below).

2 The authority to administratively approve all other vouchers is inherent in the authority to incur station expenses. Redelegation is subject to the limitations contained in Section V C.

D Approve applications for advances of funds to employees for travel and transportation and for payment of training expenses under Public Law 85-507, Government Employees Training Act, subject to the provisions of instructions applicable to Agricultural Economics (AMS Instruction 461-1, Rev. 3, Advances of Funds and Surety Bonds). This authority may be redelegated only to an official to whom authority to authorize and approve travel is also redelegated.

E Approve attendance at domestic meetings (other than National or relative to international or foreign organizations) outside the Department, within the limitations prescribed in Agricultural Economics Circular No. 36, Attendance at Meetings Outside the Department. This authority may be exercised only by the officials designated in the cited Circular.

F Approve expenses of training of employees selected for training under Public Law 85-507, when such expenses are authorized on approved Form AD-281, Request and Authorization for Training Under P. L. 85-507.

G Purchase necessary equipment, materials, and supplies and incur other necessary station expenses, within the limitations prescribed in procurement instructions applicable to Agricultural Economics.

H Effect temporary appointments under the L/A employment procedure, subject to the provisions and limitations of Agricultural Economics Circular No. 66, Employment Under Letters of Authorization, and applicable division instructions. This authority is not delegated to officials who

(VII H)

have been delegated formal employment authority nor is this authority granted for use in the metropolitan area of Washington, D. C. (except that offices located at College Park, Maryland, may be granted this authority).

I Sign SF-52's, Requests for Personnel Action, affecting positions and employees under the official's supervision, within the limitations prescribed in Agricultural Economics Circular No. 82 and No. 49.

J Order or approve occasional and irregular overtime, subject to the limitations prescribed in Agricultural Economics Circular No. 87, Overtime.

K Order or approve holiday work, subject to the limitations prescribed in Agricultural Economics Circular No. 88, Holiday Compensation.

VIII AUTHORIZATIONS AND APPROVALS ABOVE AGRICULTURAL ECONOMICS LEVEL

A General. The Executive Director, MOS, is authorized to endorse requests for travel authority required beyond the range of authority vested in officers of Agricultural Economics, and to obtain clearances and approvals from Departmental or other officials. These authorities are set forth in the following paragraphs B, C, and D.

B Approval of the Secretary. Prior approval of the Secretary must be obtained for establishment of any period of service different from the 2-year period, prescribed by the Department, which an individual must serve outside the continental United States^{1/} before he is entitled to return expenses for authorized leave or for separation.

C Approval of the Group Head, Office of the Secretary.

1 Prior approval of the Group Head, Office of the Secretary, must be obtained on Form AD-179, Request for Approval To Perform Foreign Travel or Attend Meeting, or on blanket foreign travel plans in lieu of AD-179, for:

a Attendance at meetings of international or foreign organizations and groups, whether held in this country or elsewhere;

^{1/} Continental United States means the former 48 States and the District of Columbia.

(VIII C 1)

b Attendance at any other meeting held in a foreign country except routine "workshop" meetings of the Department or discussions of cooperative program operations by Departmental personnel with Canadian or Mexican officials in their respective countries; and

c Other foreign travel, except as listed in Exhibit A, item 1, of this Circular.

When prior blanket approval by the Group Head has been received for an agency's fiscal year foreign travel plans, including related attendance at meetings, it is not necessary to submit Form AD-179 for approval of the Group Head for the trips and meetings set forth in the approved plans.

2 Post approval of the Group Head, Office of the Secretary, must be obtained on vouchers covering foreign travel when (a) prior approval was not obtained as required in paragraph A above, or (b) such approval did not cover all foreign travel performed.

D Concurrence of the Director of Finance. Concurrence of the Director of Finance is required on:

1 Travel authorizations (Form AD-202) for (a) travel by private persons (non-Government employees)^{2/}, except members of advisory committees established by the Secretary under the authority of the Research and Marketing Act of 1946, when the travel is for attending committee meetings; and (b) travel (except that of the Administrators) which provides for allowances of actual subsistence expenses.

2 Form AD-179, or blanket foreign travel plans in lieu of AD-179, when approval by the Group Head, Office of the Secretary, is required.

3 Travel vouchers (a) requiring post approval of the Group Head, Office of the Secretary; (b) for persons other than Government officers and employees; and (c) for reimbursement to travelers for actual subsistence expenses, when prior concurrence was not obtained.

^{2/} Annuitant collaborators without appointments do not have employee status and are classed as private persons.

(VIII D)

4 Memorandum request for any other travel where the financial arrangements involve payment of all or part of the traveling expenses from funds from non-Federal sources.

IX RESPONSIBILITIES OF OFFICIALS TO WHOM AUTHORITY IS DELEGATED

Officials to whom authority is delegated herein and those to whom authority is redelegated are responsible for:

A Authorizing incurrence of expenses in connection with authorities herein delegated within the limit of authority granted and funds available.

B Complying with all procedures, provisions, and limitations contained in instructions applicable to Agricultural Economics and governing exercise of authorities delegated herein.

C Complying with the policy of Agricultural Economics in determining whether travel is necessary to, or will further, the authorized programs of Agricultural Economics.

D Restricting travel to the geographical and jurisdictional areas required for proper administration of programs.

E Establishing equitable per diem and mileage rates within prescribed maximum rates, considering pertinent factors which bear on a fair and equitable allowance from the standpoint of both the traveler and the Government. Officials other than those listed in Section V B are not authorized to establish or adjust travel allowances (see Section VII B). However, they are responsible for advising their superiors of conditions or circumstances affecting travel costs, so that consideration may be given to appropriate adjustment (increase or decrease) of rates.

F Prescribing use of less than first-class air accommodations (air coach, tourist, etc.) whenever available and adequate to meet the reasonable needs of the program and the traveler.

G Initiating action to have employees repay advances of funds when the specific trip or travel is completed for which the advance was made and to reduce advances which appear to be in excess of employees' needs.

AGRICULTURAL ECONOMICS CIRCULAR No. 100

(IX)

H Ascertaining whether the official station should be changed or the authorized per diem allowance adjusted when the traveler's assignment continues more than two months (60 days) at a temporary duty station.

I Ascertaining, prior to the certification of Form MOS-276, Time and Attendance Report, that overtime and holiday work reported was actually performed.

J Determining the usual travel pattern of travelers under their jurisdiction, where such determination is necessary to apply the provisions covering allowable per diem rates in Agricultural Economics Circular No. 85.

X RESPONSIBILITIES OF TRAVELERS

Employees traveling on official business are responsible for:

A Planning itineraries that will accomplish the purpose of the travel with the minimum of time and expense;

B Traveling by direct, usually traveled routes;

C Exercising the same care in selecting classes and modes of travel that a prudent person would use if traveling on personal business--for air travel, utilizing the lowest class accommodations that are available and adequate;

D Scheduling hours of departure and arrival that will permit the most efficient transaction of official business; and

E Incurring only those expenses that are essential to the transaction of official business.

XI ADMINISTRATIVE APPROVAL OF VOUCHERS

The administrative approval of a voucher indicates that a review has been made in accordance with the requirements listed in instructions applicable to Agricultural Economics (AMS Instruction 402-2, Responsibilities of Approving Officers) and that unless otherwise noted, payment is recommended subject to specific provisions of governing laws, regulations, and instructions applicable to Agricultural Economics.

(XI)

A Travel Vouchers.

1 Form of Approval. Administrative approval of travel vouchers shall be indicated by the signature (not initials) and the working title of the approving officer (division director, administrative officer, officer in charge, etc.) in the space provided on the face of the travel voucher. Where the traveler and the approving officer are the same, the showing of his working title beneath his signature in the payee certification block on the travel voucher will meet the requirements of this Section.

2 Approving Officers.

a Expenses Incurred Under Prior Authority. When a voucher covers travel expenses all items of which are incurred under this or other prior authority (AD-202), the approving officer may be (1) an official having authority to authorize or approve travel, or (2) an official to whom authority has been delegated to administratively approve travel vouchers as distinguished from authority to authorize or approve travel (see Section VII C above).

b Expenses Incurred Without Prior Authority. When travel is performed that is not covered by this or other prior authority, the travel voucher must be approved by an officer having authority to authorize or approve the particular travel. When certain items of reimbursable expenses are incurred which are not covered by the authorization, the voucher must be approved by an officer who has authority to authorize and approve the particular expense. In such cases the following or a similar statement shall be inserted above the signature of the approving officer: "The travel (or items of expense) not previously authorized is (are) hereby approved." It is not necessary to issue or amend an authorization subsequent to the incurrence of expenses, since approval of the voucher constitutes the required authority.

c Required Specific Approvals. The administrative approval of the travel voucher does not cover approval of the following expenses, even though authorized herein,

(XI A 2 c)

when determined to be advantageous to the Government (see Exhibit A): (1) use of extra-fare trains and planes; (2) use of special conveyances; (3) use of toll roads when such roads are not the usually traveled routes; and (4) incurrence of taxi fares, or round-trip mileage at ten cents per mile for use of a privately owned automobile in lieu of a taxi, between home, place of business, or other point of departure or arrival, and terminal in excess of allowable taxi fare plus tip (\$6.60). Approval of these expenses must be in the form of a signed statement of approval by an official designated in Section V B or in a Division's Exhibit B. (When authority for incurrence of these expenses is included on AD-202, specific approval is not required.)

B Other (Miscellaneous) Vouchers. Administrative approval of other (miscellaneous) vouchers shall be indicated by the signature (not initials) and working title of the approving official shown on the voucher or invoice.

XII POST REVIEW OF TRAVEL VOUCHERS

A In order to maintain adequate administrative control, heads of field offices who report directly to division directors, branch chiefs, or section heads in Washington, D. C., shall forward to the appropriate administrative official a copy of their travel vouchers for review on a post-payment basis. The close working relationship between officials listed in Section V B, as well as other Washington office officials listed in Divisions' Exhibit B, and their immediate supervisors makes submission and review of copies of travel vouchers of such officials unnecessary.

B The appropriate officials shall review the copies of the vouchers at least quarterly to determine that the travel was warranted and necessary in carrying out the responsibilities of the positions involved. After review, the copies of vouchers shall be retained in the files of the reviewing officers for one year from the month in which they were received.

XIII AUTHORITY TO BE CITED ON TRAVEL VOUCHERS

This Circular constitutes the authorization under which all travel within the limits designated herein shall be performed. When travel is performed

AGRICULTURAL ECONOMICS CIRCULAR No. 100

(XIII)

under this authorization, cite on the travel voucher Agricultural Economics Circular No.100 (i.e., this Circular) and " 7-2-62 " 3/ as the authority and date under which reimbursement is claimed. When travel is performed under Form AD-202, or any other authorization, cite that authorization as the authority.

XIV EFFECT ON EXISTING INSTRUCTIONS

A The provisions of this Circular supersede Agricultural Economics Circulars No. 6 and 22.

B AMS Instruction 106-2 "General Authorization" is no longer applicable to Agricultural Economics.

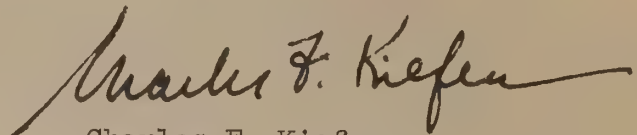
C Exhibits A (covering AE Divisions' redelegations of authority) attached to Agricultural Economics Circular No. 6 are hereby canceled.

D Conflicting provisions of any other existing instructions applicable to Agricultural Economics are superseded by this Circular.

XV OTHER

A New exhibits covering AE Divisions' redelegations of authority are attached hereto and are numbered separately, prefixed by the letter "B." Exhibit A of this Circular constitutes the basic travel authority for Agricultural Economics, which is supplemented by Agricultural Economics Circular No. 85.

B On the Exhibits B of this Circular, the term "Washington" is applicable to employees stationed in Washington, D. C. and the related metropolitan area; and the term "Field" is applicable to employees stationed outside of Washington, D. C. (including College Park, Md.)



Charles F. Kiefer
Executive Director
Management Operations Staff

Attachments

3/ This will always be the current date of Agricultural Economics Circular No.100, i.e., this Circular.

Travel Authorization

The officials designated in Section V B and on the Divisions' Exhibits B of this Circular and those to whom authority is redelegated are authorized (1) to travel and incur necessary expenses of travel, and (2) to direct the travel and incurrence of necessary travel expenses on the part of their assistants, in accordance with the provisions of the Standardized Government Travel Regulations and applicable Agricultural Economics instructions (including the travel and travel expenses set forth in items listed below). Assistants of the designated officials are authorized to travel and to incur necessary travel expenses as directed by such officials.

1 Travel Territory:

a Within the limits of the continental United States.1/

b Beyond the limits of the continental United States in the following cases:

(1) To, from, and within Canada or Mexico when the travel (a) relates to established programs of mutual interest; (b) is directly related to attendance at common interest meetings; or (c) is routine or incidental in nature, such as travel of employees stationed in the continental United States or Alaska in areas adjacent to Canada or Mexico who are required to cross foreign borders in the normal course of their work or in the use of usually traveled routes between points within the continental United States or Alaska.

(2) Between the continental United States and the States of Alaska and Hawaii and localities associated with the United States,2/ and within and between the States of Alaska and Hawaii and localities associated with the United States.2/

1/ Continental United States in this Circular means the former 48 States and the District of Columbia.

2/ Includes the Commonwealth of Puerto Rico, the Canal Zone, and the territories or possessions of the United States.

AGRICULTURAL ECONOMICS CIRCULAR No. 100
EXHIBIT A

(1 b)

(3) To, from, and within foreign areas adjacent to Puerto Rico or the Virgin Islands, when required in the normal course of work of employees stationed in Puerto Rico or the Virgin Islands.

(4) Within the country or countries of assignment of employees stationed outside the United States.

2 Per diem and mileage allowances, as prescribed in Agricultural Economics Circular No. 85.

3 Travel to attend meetings if attendance has been approved in accordance with Agricultural Economics Circular No. 36.

4 Travel and transportation expenses incident to change of official station in accordance with Agricultural Economics Circular No. 83 and other instructions applicable to Agricultural Economics (AMS Instruction 460-1, Rev. 2, Travel and Transportation of Transferred Employees, and Certain New Appointees, Their Immediate Families, Household Goods, and Personal Effects and House Trailers.)^{3/} This authority is not herein granted to branch chiefs or heads of field offices (even though such officials are listed in a Division's Exhibit B) unless specific redelegation is made by an official listed in Section V B of this Circular. Is redelegation of this authority is not specifically indicated in a Division's Exhibit B, it must be made by a supplement to that exhibit.

5 Travel and transportation expenses allowable under Public Law 86-587, for persons appointed, and student trainees when promoted upon completion of college work, to positions in the United States in which the Civil Service Commission determines a manpower shortage exists, subject to the provisions of instructions applicable to Agricultural Economics (AMS Instruction 460-3, Rev. 2, Payment of Travel and Transportation Expenses under Public Law 86-587).^{3/} This authority is not granted to branch chiefs or heads of field offices (even though such officials are listed in a Division's Exhibit B) nor can it be redelegated.

^{3/} Form AD-202, Authorization - Travel, is required.

6 Travel by Agricultural Economics employees in connection with work for which they are detailed or loaned to another Government agency. (Such travel may be authorized by the agency to which the employee is detailed or loaned.)

7 Travel by privately owned automobile. (See Agricultural Economics Circular No. 85.)

8 Use of extra-fare planes and trains when such transportation is determined to be advantageous to the Government.

9 Use of special conveyances when such transportation is determined to be advantageous to the Government.

10 Use of toll roads when their use is determined to be advantageous to the Government.

11 Incurrence of taxi fares, in excess of allowable fare plus tip (\$6.60), or round-trip mileage at ten cents per mile for use of a privately owned automobile in lieu of a taxi between home, place of business, or other point of departure or arrival, and terminal, when incurrence of the additional expense is determined to be advantageous to the Government.

12 Per diem (or actual subsistence expenses when provided in the traveler's authorization) not to exceed 14 calendar days (including fractional days) in any one period of absence from duty due to illness or injury of a traveler not due to his own misconduct.

13 Hire of necessary stenographic, typing, clerical, and other services necessary for the conduct of official business while in travel status, subject to the limitations contained in instructions applicable to Agricultural Economics (AMS Instruction 242-1, Local Purchases (Section IX)).

14 Miscellaneous expenses necessarily incurred in connection with official travel.

15 Miscellaneous travel expenses within the limits of the official station, including mileage for the use of privately owned vehicles and the use of taxicabs for local official business when such transportation is determined to be advantageous to the Government.

ECONOMIC RESEARCH SERVICE
Development and Trade Analysis Division

Redelegation of Authorities

None of the authorities listed in Section VII of this Circular are redelegated except to the administrative officer as indicated below:

The authority to purchase necessary equipment, materials, and supplies, and incur other necessary expenses, within the limitations prescribed in procurement instructions applicable to Agricultural Economics.

The authority to sign SF-52's, Requests for Personnel Action, affecting positions and employees GS-7 or under in non-professional positions.

ECONOMIC RESEARCH SERVICE
Economic and Statistical Analysis Division

Redelegation of Authorities

The authorities listed in Section VII of this Circular are redelegated to the officials designated below and to those acting in their stead. The redelegation for certain authorities is subject to limitations cited in this Circular and in Exhibit A, Travel Authorization.

Washington:

Administrative Officer
Branch Chiefs
Deputy Director

ECONOMIC RESEARCH SERVICE
Farm Economics Division

Redelegation of Authorities

The authorities listed in Section VII of this Circular are redelegated to the officials designated below and to those acting in their stead. The redelegation for certain authorities is subject to limitations cited in this Circular and in Exhibit A, Travel Authorization.

Washington:

Administrative Officer
Branch Chiefs

Exceptions:

The administrative officer only is redelegated authority to:

- 1 Approve advances of funds.
- 2 Sign SF-52's, Request for Personnel Action.
- 3 Order or approve occasional and irregular overtime and holiday work.

Washington officials detailed for enumerative surveys in the field are redelegated authority to effect temporary appointments under L/A employment procedure, subject to the provisions and limitations of Agricultural Economics Circular No. 66; and to authorize, direct, and approve official travel and administratively approve travel vouchers of L/A employees under their supervision.

Field:

The redelegation to Agricultural Economists at field locations includes only the authorities listed below:

- 1 Effect temporary appointments under L/A employment procedure, subject to the provisions and limitations of Agricultural Economics Circular No. 66.

(Field)

2 Purchase necessary equipment, materials and supplies and incur other necessary station expenses, within the limitations prescribed in procurement instructions applicable to Agricultural Economics.

3 Authorize, direct and approve official travel and administratively approve travel vouchers of L/A employees under their supervision.

Exception:

Leader, Pacific Northwest Adjustment Investigations is authorized to order or approve occasional and irregular overtime for employees at Corvallis, Oregon.

ECONOMIC RESEARCH SERVICE
Marketing Economics Division

Redelegation of Authorities

The authorities listed in Section VII of this Circular are redelegated to the officials designated below and to those acting in their stead. The redelegation for certain authorities is subject to limitations cited in this Circular and in Exhibit A of this Circular, Travel Authorization.

Washington:

Administrative Officer
Branch Chiefs

Exception:

Authority to order or approve occasional or irregular overtime is redelegated only to the Administrative Officer.

Authority to effect temporary appointments under L/A employment procedure in conjunction with enumerative surveys is redelegated to the Agricultural Economist in charge of the survey. (Both Washington and Field.)

Field:

All the authorities cited in Section VII of this Circular and in Exhibit A of this Circular, Travel Authorization, are redelegated to the Officer in Charge, Berkeley, California.

Authority to purchase necessary supplies, materials, etc.; as cited in Section VII G is the only authority redelegated to Officers-in-Charge at other field locations.

ECONOMIC RESEARCH SERVICE
Regional Analysis Division

Redelegation of Authorities

None of the authorities listed in Section VII of this Circular are redelegated except to the administrative officer as indicated below:

The authority to purchase necessary equipment, materials, and supplies and incur other necessary expenses, within the limitations prescribed in procurement instructions applicable to Agricultural Economics.

The authority to sign SF-52's, Requests for Personnel Action, affecting positions and employees GS-7 or under in non-professional positions.

STATISTICAL REPORTING SERVICE
Agricultural Estimates Division

Redelegation of Authorities

Certain authorities listed in Section VII of this Circular are redelegated to the officials designated below and to those acting in their stead. The redelegation of certain authorities is subject to the limitations cited in this Circular and in Exhibit A, Travel Authorization.

Washington

Administrative Officer - Section VII-A, C, D, G, and I only.

Branch Chiefs - Section VII-C, Administrative Approval of Travel Vouchers, only.

Field

Officer in Charge of office at Chicago, Illinois. All paragraphs of Section VII which may be redelegated by the Division Director.

Under this redelegation of authority, travel by persons to whom authority is redelegated and their subordinates is limited to the following States:

Dairy Statistics Office at Chicago, Illinois - States of Illinois, Wisconsin, Minnesota, Iowa, Missouri, Kentucky, Indiana, and Michigan.

Exception

Travel may be performed outside of the States authorized above when directed by the Division Director to attend meetings, training schools and workshops, to perform duty in Washington, D. C., and for other purposes. Whenever travel outside of the designated States is performed the travel voucher shall cite the purpose of travel and make reference to the authority from the Division Director.

STATISTICAL REPORTING SERVICE
Crop Reporting Board

Redelegation of Authorities

Certain authorities listed in Section VII of this Circular are redelegated to the officials designated below and those acting in their stead. The redelegation of certain authorities is subject to the limitations cited in this Circular and in Exhibit A, Travel Authorization.

Administrative Officer - Section VII-A

C

D

G

I (except for employees
GS-9 or higher)

Secretary, CRB - Section VII-J

K

STATISTICAL REPORTING SERVICE
Field Operations Division

Redelegation of Authorities

Certain authorities listed in Section VII of this Circular are redelegated to the officials designated below and to those acting in their stead. The redelegation for certain authorities is subject to limitations cited in this Circular and in Exhibit A, Travel Authorization.

Washington:

Deputy Director
Administrative Officer - Sections A, C, D, F, G and I only
Head, Survey Operations Group - Section C only

Field:

Officer in Charge of each State Statistical Office - All of Section VII which may be redelegated by Division Director.

Under this redelegation of authority, travel by persons to whom authority is redelegated and their subordinates is limited to the State(s) of jurisdiction and bordering States.

Exception:

Travel may be performed outside of the State(s) of jurisdiction and bordering States when directed by the Division Director or Deputy Director to attend meetings, training schools, and workshops; to perform duty at Washington, D. C.; and for other purposes. Whenever travel outside of the designated States is performed, the travel voucher shall cite the purpose of the travel and make reference to the authority from the Division Director.

STATISTICAL REPORTING SERVICE
Standards and Research Division

Redelegation of Authorities

The authorities listed in Section VII of this Circular are redelegated to the officials designated below and to those acting in their stead. The redelegation for certain authorities is subject to limitations cited in this Circular and in Exhibit A, Travel Authorization.

Washington:

Administrative Officer
Branch Chiefs

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 100

General Authorization

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EXHIBITS

- A Travel Authorization
- B-1 ERS - Development and Trade Analysis Division
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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 100

General Authorization

I PURPOSE

A Constitutes the delegation of authority within Agricultural Economics for (1) authorizing and approving travel and the incurrence of necessary travel and station expenses, and (2) certain other administrative authorities necessary for carrying out the authorized programs and activities of Agricultural Economics.

B Sets forth Agricultural Economics policy with regard to authorities delegated.

C Prescribes the extent of delegated authority.

D Sets forth the responsibilities of (1) officials to whom authority is delegated and (2) travelers.

E Sets forth the per diem, mileage, and other travel allowances applicable to travelers of Agricultural Economics - through reference to Agricultural Economics Circular No. 85.

II EFFECTIVE DATE

The provisions of this Circular are effective July 1, 1962, and remain in effect through June 30, 1963. As required by Department Regulations, this General Authorization will be reissued or reaffirmed for each fiscal year. See Section XIV for effect of this Circular on existing instructions applicable to Agricultural Economics.

III POLICY

The policy of Agricultural Economics is to authorize or approve official travel and to exercise procurement, employment, and other authorities delegated herein only to the extent necessary for the effective administration or furtherance of its authorized programs. The authorities listed herein may be exercised only by an official designated herein or by an official to whom such authority has been redelegated. Redelegations are subject to the limitations prescribed herein.

IV TRAVEL AUTHORIZATION AND MAXIMUM PER DIEM AND MILEAGE ALLOWANCES

A Exhibit A, attached, constitutes the Travel Authorization under which travel will be performed in Agricultural Economics, except that requiring issuance of a trip authorization. (See Agricultural Economics Circular No. 85, Section XVII.)

B Agricultural Economics Circular No. 85 sets forth per diem, mileage, and other travel allowances prescribed for travel within Agricultural Economics.

V AUTHORITIES DELEGATED

Authorities relative to the Staff Economists Group are set forth in Agricultural Economics Circular No. 69.

A Authority of the Administrators and Executive Director, MOS.

1 The Secretary of Agriculture has assigned to the Director of Agricultural Economics various functions necessary to carry out authorized programs of the Department. The Administrators of the Economic Research Service and the Statistical Reporting Service, as heads of agencies, and the Executive Director, MOS, are delegated by the Director of Agricultural Economics the authorities incident to carrying out the assigned functions, except where authorizations or approvals above ERS, SRS, and MOS levels are required (see Section VIII). Except for authorities delegated only to the respective Administrators or the Executive Director, MOS, see paragraphs 2 and 3 immediately following, the Administrators and the Executive Director, MOS, may delegate their authority to subordinates and authorize redelegation of such authority to the extent necessary for good administration.

2 The authorities listed below are delegated only to the Administrators of ERS and SRS and the Executive Director, MOS. They may not be redelegated, but in the absence of an Administrator or the Executive Director, MOS, may be exercised by the respective Acting Administrator or Acting Executive Director, MOS.

a Approval of superior accommodations for security purposes when a standard lower berth is available.

b Approval of allowances for per diem in lieu of subsistence of actual subsistence expenses for periods of illness while in travel status in excess of 14 calendar days (including fractional days).

AGRICULTURAL ECONOMICS CIRCULAR No. 100

(V A 2)

c Approval of a request for a per diem or mileage rate in excess of the fixed, uniform rates prescribed in Agricultural Economics Circular No. 85, where such deviation is allowable under Departmental Regulations.

3 The authorities listed below are delegated by the Administrators of ERS and SRS to the Executive Director, MOS, only.

a The authority to approve foreign travel and secure related necessary clearance and approvals from the Department, or from other agencies of the Department.

b The authority to approve attendance at national meetings, meetings of international organizations or groups, held in the United States or elsewhere, and foreign meetings. (See also Agricultural Economics Circular No. 36.)

c The authority to approve all travel to be performed on an actual subsistence expense basis and secure the required concurrence of the Director of Finance.

B Delegation of Authority. The officials occupying or acting in the positions designated below are delegated by the respective Administrator or Executive Director, MOS, as appropriate, the authorities listed in Section VII.

- 1 Deputy Administrators
- 2 Assistants to the Administrators
- 3 Division Directors and Heads of Staff Offices

C Redelegation of Authority. The officials listed in Section V B above are authorized to redelegate to their subordinates the authorities listed in Section VII. Authorities so delegated may, in turn, be redelegated by officials at the division level (deputy directors, assistant directors, assistants to directors, and administrative officers of Washington offices), unless redelegation by such official is specifically excluded in Exhibit B, attached.

D Instrument of Redelegation. Exhibit B is the instrument through which redelegation of authority shall be accomplished.

AGRICULTURAL ECONOMICS CIRCULAR No. 100

(V D)

1 Division directors have redelegated the authorities listed in Section VII' to the officials designated in Exhibit B.

2 Redelegations to officials other than those listed in Exhibit B shall be made as supplements to Exhibit B. Requests for issuance of supplements shall be submitted to the Division of Budget and Finance (DBF). Such redelegations shall be made to the highest level consistent with good management.

VI AUTHORITIES NOT INCLUDED IN THIS CIRCULAR

If authorities not included in this Circular are to be delegated, such delegations shall be made in writing and copies furnished DBF.

VII EXTENT OF DELEGATED AUTHORITY

Unless otherwise indicated below, officials listed in Section V B and Exhibit B of this Circular and others to whom authority is redelegated may:

A Authorize, direct, and approve official travel and the incurrence of necessary travel expenses for themselves and the employees under their supervision, in accordance with the provisions of the Standardized Government Travel Regulations and applicable Agricultural Economics Circulars and instructions, including those covered by Exhibits A and B, attached.

B Establish and adjust per diem and mileage allowances within the maximum limitations prescribed in Agricultural Economics Circular No. 85 and Exhibit T attached thereto. Only the officials listed in Section V B are authorized to establish and adjust travel allowances within the maximums prescribed in Agricultural Economics Circular No. 85, Section VIII C 1 b and 2 b; Section IX B; Section XD, F 1 b, and J; and Section XIII. Further, only the officials listed in Section V B (this Circular) can establish or adjust an Exhibit T, or authorize a per diem or mileage rate lower than fixed, uniform rates prescribed in Agricultural Economics Circular No. 85, when such deviation is allowable under Departmental Regulations. Where allowances prescribed are mandatory, no adjustment may be made. Otherwise, when it has been determined that allowances should be adjusted, the authorized official shall take action as follows:

1 When the adjustment applies to a specific trip, he shall issue a notice to the affected employee and transmit a copy to the employee's supervisor, as well as to DBF.

2 When the adjustment is for general application, affecting all employees of the division, all employees at specific locations, all

AGRICULTURAL ECONOMICS CIRCULAR No. 100

(VII B 2)

travel to certain areas, etc., he shall notify the Director, DBF, in writing that he wishes to amend the division's Exhibit T to Agricultural Economics Circular No. 85 to reflect the adjusted allowances.

C Administratively approve vouchers in accordance with the following:

1 The authority to administratively approve travel vouchers is inherent in the authority to authorize and approve travel. Redelegation is subject to the limitations contained in Section V C and may be made only to employees who are in a position to determine the facts relative to the travel (see Section XI below).

2 The authority to administratively approve all other vouchers is inherent in the authority to incur station expenses. Redelegation is subject to the limitations contained in Section V C.

D Approve applications for advances of funds to employees for travel and transportation and for payment of training expenses under Public Law 85-507, Government Employees Training Act, subject to the provisions of instructions applicable to Agricultural Economics (AMS Instruction 461-1, Rev. 3, Advances of Funds and Surety Bonds). This authority may be redelegated only to an official to whom authority to authorize and approve travel is also redelegated.

E Approve attendance at domestic meetings (other than National or relative to international or foreign organizations) outside the Department, within the limitations prescribed in Agricultural Economics Circular No. 36, Attendance at Meetings Outside the Department. This authority may be exercised only by the officials designated in the cited Circular.

F Approve expenses of training of employees selected for training under Public Law 85-507, when such expenses are authorized on approved Form AD-281, Request and Authorization for Training Under P. L. 85-507.

G Purchase necessary equipment, materials, and supplies and incur other necessary station expenses, within the limitations prescribed in procurement instructions applicable to Agricultural Economics.

H Effect temporary appointments under the L/A employment procedure, subject to the provisions and limitations of Agricultural Economics Circular No. 66, Employment Under Letters of Authorization, and applicable division instructions. This authority is not delegated to officials who

AGRICULTURAL ECONOMICS CIRCULAR No. 100

(VII H)

have been delegated formal employment authority nor is this authority granted for use in the metropolitan area of Washington, D. C. (except that offices located at College Park, Maryland, may be granted this authority).

I Sign SF-52's, Requests for Personnel Action, affecting positions and employees under the official's supervision, within the limitations prescribed in Agricultural Economics Circular No. 82 and No. 49.

J Order or approve occasional and irregular overtime, subject to the limitations prescribed in Agricultural Economics Circular No. 87, Overtime.

K Order or approve holiday work, subject to the limitations prescribed in Agricultural Economics Circular No. 88, Holiday Compensation.

VIII AUTHORIZATIONS AND APPROVALS ABOVE AGRICULTURAL ECONOMICS LEVEL

A General. The Executive Director, MOS, is authorized to endorse requests for travel authority required beyond the range of authority vested in officers of Agricultural Economics, and to obtain clearances and approvals from Departmental or other officials. These authorities are set forth in the following paragraphs B, C, and D.

B Approval of the Secretary. Prior approval of the Secretary must be obtained for establishment of any period of service different from the 2-year period, prescribed by the Department, which an individual must serve outside the continental United States^{1/} before he is entitled to return expenses for authorized leave or for separation.

C Approval of the Group Head, Office of the Secretary.

1 Prior approval of the Group Head, Office of the Secretary, must be obtained on Form AD-179, Request for Approval To Perform Foreign Travel or Attend Meeting, or on blanket foreign travel plans in lieu of AD-179, for:

a Attendance at meetings of international or foreign organizations and groups, whether held in this country or elsewhere;

^{1/} Continental United States means the former 48 States and the District of Columbia.

(VIII C 1)

b Attendance at any other meeting held in a foreign country except routine "workshop" meetings of the Department or discussions of cooperative program operations by Departmental personnel with Canadian or Mexican officials in their respective countries; and

c Other foreign travel, except as listed in Exhibit A, item 1, of this Circular.

When prior blanket approval by the Group Head has been received for an agency's fiscal year foreign travel plans, including related attendance at meetings, it is not necessary to submit Form AD-179 for approval of the Group Head for the trips and meetings set forth in the approved plans.

2 Post approval of the Group Head, Office of the Secretary, must be obtained on vouchers covering foreign travel when (a) prior approval was not obtained as required in paragraph A above, or (b) such approval did not cover all foreign travel performed.

D Concurrence of the Director of Finance. Concurrence of the Director of Finance is required on:

1 Travel authorizations (Form AD-202) for (a) travel by private persons (non-Government employees)^{2/}, except members of advisory committees established by the Secretary under the authority of the Research and Marketing Act of 1946, when the travel is for attending committee meetings; and (b) travel (except that of the Administrators) which provides for allowances of actual subsistence expenses.

2 Form AD-179, or blanket foreign travel plans in lieu of AD-179, when approval by the Group Head, Office of the Secretary, is required.

3 Travel vouchers (a) requiring post approval of the Group Head, Office of the Secretary; (b) for persons other than Government officers and employees; and (c) for reimbursement to travelers for actual subsistence expenses, when prior concurrence was not obtained.

^{2/} Annuitant collaborators without appointments do not have employee status and are classed as private persons.

(VIII D)

4 Memorandum request for any other travel where the financial arrangements involve payment of all or part of the traveling expenses from funds from non-Federal sources.

IX RESPONSIBILITIES OF OFFICIALS TO WHOM AUTHORITY IS DELEGATED

Officials to whom authority is delegated herein and those to whom authority is redelegated are responsible for:

A Authorizing incurrence of expenses in connection with authorities herein delegated within the limit of authority granted and funds available.

B Complying with all procedures, provisions, and limitations contained in instructions applicable to Agricultural Economics and governing exercise of authorities delegated herein.

C Complying with the policy of Agricultural Economics in determining whether travel is necessary to, or will further, the authorized programs of Agricultural Economics.

D Restricting travel to the geographical and jurisdictional areas required for proper administration of programs.

E Establishing equitable per diem and mileage rates within prescribed maximum rates, considering pertinent factors which bear on a fair and equitable allowance from the standpoint of both the traveler and the Government. Officials other than those listed in Section V B are not authorized to establish or adjust travel allowances (see Section VII B). However, they are responsible for advising their superiors of conditions or circumstances affecting travel costs, so that consideration may be given to appropriate adjustment (increase or decrease) of rates.

F Prescribing use of less than first-class air accommodations (air coach, tourist, etc.) whenever available and adequate to meet the reasonable needs of the program and the traveler.

G Initiating action to have employees repay advances of funds when the specific trip or travel is completed for which the advance was made and to reduce advances which appear to be in excess of employees' needs.

AGRICULTURAL ECONOMICS CIRCULAR No. 100

(IX)

H Ascertaining whether the official station should be changed or the authorized per diem allowance adjusted when the traveler's assignment continues more than two months (60 days) at a temporary duty station.

I Ascertaining, prior to the certification of Form MOS-276, Time and Attendance Report, that overtime and holiday work reported was actually performed.

J Determining the usual travel pattern of travelers under their jurisdiction, where such determination is necessary to apply the provisions covering allowable per diem rates in Agricultural Economics Circular No. 85.

X RESPONSIBILITIES OF TRAVELERS

Employees traveling on official business are responsible for:

A Planning itineraries that will accomplish the purpose of the travel with the minimum of time and expense;

B Traveling by direct, usually traveled routes;

C Exercising the same care in selecting classes and modes of travel that a prudent person would use if traveling on personal business--for air travel, utilizing the lowest class accommodations that are available and adequate;

D Scheduling hours of departure and arrival that will permit the most efficient transaction of official business; and

E Incurring only those expenses that are essential to the transaction of official business.

XI ADMINISTRATIVE APPROVAL OF VOUCHERS

The administrative approval of a voucher indicates that a review has been made in accordance with the requirements listed in instructions applicable to Agricultural Economics (AMS Instruction 402-2, Responsibilities of Approving Officers) and that unless otherwise noted, payment is recommended subject to specific provisions of governing laws, regulations, and instructions applicable to Agricultural Economics.

(XI)

A Travel Vouchers.

1 Form of Approval. Administrative approval of travel vouchers shall be indicated by the signature (not initials) and the working title of the approving officer (division director, administrative officer, officer in charge, etc.) in the space provided on the face of the travel voucher. Where the traveler and the approving officer are the same, the showing of his working title beneath his signature in the payee certification block on the travel voucher will meet the requirements of this Section.

2 Approving Officers.

a Expenses Incurred Under Prior Authority. When a voucher covers travel expenses all items of which are incurred under this or other prior authority (AD-202), the approving officer may be (1) an official having authority to authorize or approve travel, or (2) an official to whom authority has been delegated to administratively approve travel vouchers as distinguished from authority to authorize or approve travel (see Section VII C above).

b Expenses Incurred Without Prior Authority. When travel is performed that is not covered by this or other prior authority, the travel voucher must be approved by an officer having authority to authorize or approve the particular travel. When certain items of reimbursable expenses are incurred which are not covered by the authorization, the voucher must be approved by an officer who has authority to authorize and approve the particular expense. In such cases the following or a similar statement shall be inserted above the signature of the approving officer: "The travel (or items of expense) not previously authorized is (are) hereby approved." It is not necessary to issue or amend an authorization subsequent to the incurrence of expenses, since approval of the voucher constitutes the required authority.

c Required Specific Approvals. The administrative approval of the travel voucher does not cover approval of the following expenses, even though authorized herein,

(XI A 2 c)

when determined to be advantageous to the Government (see Exhibit A): (1) use of extra-fare trains and planes; (2) use of special conveyances; (3) use of toll roads when such roads are not the usually traveled routes; and (4) incurrence of taxi fares, or round-trip mileage at ten cents per mile for use of a privately owned automobile in lieu of a taxi, between home, place of business, or other point of departure or arrival, and terminal in excess of allowable taxi fare plus tip (\$6.60). Approval of these expenses must be in the form of a signed statement of approval by an official designated in Section V B or in a Division's Exhibit B. (When authority for incurrence of these expenses is included on AD-202, specific approval is not required.)

B Other (Miscellaneous) Vouchers. Administrative approval of other (miscellaneous) vouchers shall be indicated by the signature (not initials) and working title of the approving official shown on the voucher or invoice.

XII POST REVIEW OF TRAVEL VOUCHERS

A In order to maintain adequate administrative control, heads of field offices who report directly to division directors, branch chiefs, or section heads in Washington, D. C., shall forward to the appropriate administrative official a copy of their travel vouchers for review on a post-payment basis. The close working relationship between officials listed in Section V B, as well as other Washington office officials listed in Divisions' Exhibit B, and their immediate supervisors makes submission and review of copies of travel vouchers of such officials unnecessary.

B The appropriate officials shall review the copies of the vouchers at least quarterly to determine that the travel was warranted and necessary in carrying out the responsibilities of the positions involved. After review, the copies of vouchers shall be retained in the files of the reviewing officers for one year from the month in which they were received.

XIII AUTHORITY TO BE CITED ON TRAVEL VOUCHERS

This Circular constitutes the authorization under which all travel within the limits designated herein shall be performed. When travel is performed

AGRICULTURAL ECONOMICS CIRCULAR No. 100

(XIII)

under this authorization, cite on the travel voucher Agricultural Economics Circular No.100 (i.e., this Circular) and " 7-2-62 " 3/ as the authority and date under which reimbursement is claimed. When travel is performed under Form AD-202, or any other authorization, cite that authorization as the authority.

XIV EFFECT ON EXISTING INSTRUCTIONS

A The provisions of this Circular supersede Agricultural Economics Circulars No. 6 and 22.

B AMS Instruction 106-2 "General Authorization" is no longer applicable to Agricultural Economics.

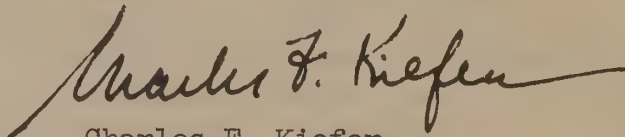
C Exhibits A (covering AE Divisions' redelegations of authority) attached to Agricultural Economics Circular No. 6 are hereby canceled.

D Conflicting provisions of any other existing instructions applicable to Agricultural Economics are superseded by this Circular.

XV OTHER

A New exhibits covering AE Divisions' redelegations of authority are attached hereto and are numbered separately, prefixed by the letter "B." Exhibit A of this Circular constitutes the basic travel authority for Agricultural Economics, which is supplemented by Agricultural Economics Circular No. 85.

B On the Exhibits B of this Circular, the term "Washington" is applicable to employees stationed in Washington, D. C. and the related metropolitan area; and the term "Field" is applicable to employees stationed outside of Washington, D. C. (including College Park, Md.)



Charles F. Kiefer
Executive Director
Management Operations Staff

Attachments

3/ This will always be the current date of Agricultural Economics Circular No.100, i.e., this Circular.

Travel Authorization

The officials designated in Section V B and on the Divisions' Exhibits B of this Circular and those to whom authority is redelegated are authorized (1) to travel and incur necessary expenses of travel, and (2) to direct the travel and incurrence of necessary travel expenses on the part of their assistants, in accordance with the provisions of the Standardized Government Travel Regulations and applicable Agricultural Economics instructions (including the travel and travel expenses set forth in items listed below). Assistants of the designated officials are authorized to travel and to incur necessary travel expenses as directed by such officials.

1 Travel Territory:

a Within the limits of the continental United States.1/

b Beyond the limits of the continental United States in the following cases:

(1) To, from, and within Canada or Mexico when the travel (a) relates to established programs of mutual interest; (b) is directly related to attendance at common interest meetings; or (c) is routine or incidental in nature, such as travel of employees stationed in the continental United States or Alaska in areas adjacent to Canada or Mexico who are required to cross foreign borders in the normal course of their work or in the use of usually traveled routes between points within the continental United States or Alaska.

(2) Between the continental United States and the States of Alaska and Hawaii and localities associated with the United States,2/ and within and between the States of Alaska and Hawaii and localities associated with the United States.2/

1/ Continental United States in this Circular means the former 48 States and the District of Columbia.

2/ Includes the Commonwealth of Puerto Rico, the Canal Zone, and the territories or possessions of the United States.

(1 b)

(3) To, from, and within foreign areas adjacent to Puerto Rico or the Virgin Islands, when required in the normal course of work of employees stationed in Puerto Rico or the Virgin Islands.

(4) Within the country or countries of assignment of employees stationed outside the United States.

2 Per diem and mileage allowances, as prescribed in Agricultural Economics Circular No. 85.

3 Travel to attend meetings if attendance has been approved in accordance with Agricultural Economics Circular No. 36.

4 Travel and transportation expenses incident to change of official station in accordance with Agricultural Economics Circular No. 83 and other instructions applicable to Agricultural Economics (AMS Instruction 460-1, Rev. 2, Travel and Transportation of Transferred Employees, and Certain New Appointees, Their Immediate Families, Household Goods, and Personal Effects and House Trailers.)^{3/} This authority is not herein granted to branch chiefs or heads of field offices (even though such officials are listed in a Division's Exhibit B) unless specific redelegation is made by an official listed in Section V B of this Circular. Is redelegation of this authority is not specifically indicated in a Division's Exhibit B, it must be made by a supplement to that exhibit.

5 Travel and transportation expenses allowable under Public Law 86-587, for persons appointed, and student trainees when promoted upon completion of college work, to positions in the United States in which the Civil Service Commission determines a manpower shortage exists, subject to the provisions of instructions applicable to Agricultural Economics (AMS Instruction 460-3, Rev. 2, Payment of Travel and Transportation Expenses under Public Law 86-587).^{3/} This authority is not granted to branch chiefs or heads of field offices (even though such officials are listed in a Division's Exhibit B) nor can it be redelegated.

^{3/} Form AD-202, Authorization - Travel, is required.

6 Travel by Agricultural Economics employees in connection with work for which they are detailed or loaned to another Government agency. (Such travel may be authorized by the agency to which the employee is detailed or loaned.)

7 Travel by privately owned automobile. (See Agricultural Economics Circular No. 85.)

8 Use of extra-fare planes and trains when such transportation is determined to be advantageous to the Government.

9 Use of special conveyances when such transportation is determined to be advantageous to the Government.

10 Use of toll roads when their use is determined to be advantageous to the Government.

11 Incurrence of taxi fares, in excess of allowable fare plus tip (\$6.60), or round-trip mileage at ten cents per mile for use of a privately owned automobile in lieu of a taxi between home, place of business, or other point of departure or arrival, and terminal, when incurrence of the additional expense is determined to be advantageous to the Government.

12 Per diem (or actual subsistence expenses when provided in the traveler's authorization) not to exceed 14 calendar days (including fractional days) in any one period of absence from duty due to illness or injury of a traveler not due to his own misconduct.

13 Hire of necessary stenographic, typing, clerical, and other services necessary for the conduct of official business while in travel status, subject to the limitations contained in instructions applicable to Agricultural Economics (AMS Instruction 242-1, Local Purchases (Section IX)).

14 Miscellaneous expenses necessarily incurred in connection with official travel.

15 Miscellaneous travel expenses within the limits of the official station, including mileage for the use of privately owned vehicles and the use of taxicabs for local official business when such transportation is determined to be advantageous to the Government.

ECONOMIC RESEARCH SERVICE
Development and Trade Analysis Division

Redelegation of Authorities

None of the authorities listed in Section VII of this Circular are redelegated except to the administrative officer as indicated below:

The authority to purchase necessary equipment, materials, and supplies, and incur other necessary expenses, within the limitations prescribed in procurement instructions applicable to Agricultural Economics.

The authority to sign SF-52's, Requests for Personnel Action, affecting positions and employees GS-7 or under in non-professional positions.

ECONOMIC RESEARCH SERVICE
Economic and Statistical Analysis Division

Redelegation of Authorities

The authorities listed in Section VII of this Circular are redelegated to the officials designated below and to those acting in their stead. The redelegation for certain authorities is subject to limitations cited in this Circular and in Exhibit A, Travel Authorization.

Washington:

Administrative Officer
Branch Chiefs
Deputy Director

ECONOMIC RESEARCH SERVICE
Farm Economics Division

Redelegation of Authorities

The authorities listed in Section VII of this Circular are redelegated to the officials designated below and to those acting in their stead. The redelegation for certain authorities is subject to limitations cited in this Circular and in Exhibit A, Travel Authorization.

Washington:

Administrative Officer
Branch Chiefs

Exceptions:

The administrative officer only is redelegated authority to:

- 1 Approve advances of funds.
- 2 Sign SF-52's, Request for Personnel Action.
- 3 Order or approve occasional and irregular overtime and holiday work.

Washington officials detailed for enumerative surveys in the field are redelegated authority to effect temporary appointments under L/A employment procedure, subject to the provisions and limitations of Agricultural Economics Circular No. 66; and to authorize, direct, and approve official travel and administratively approve travel vouchers of L/A employees under their supervision.

Field:

The redelegation to Agricultural Economists at field locations includes only the authorities listed below:

- 1 Effect temporary appointments under L/A employment procedure, subject to the provisions and limitations of Agricultural Economics Circular No. 66.

(Field)

2 Purchase necessary equipment, materials and supplies and incur other necessary station expenses, within the limitations prescribed in procurement instructions applicable to Agricultural Economics.

3 Authorize, direct and approve official travel and administratively approve travel vouchers of L/A employees under their supervision.

Exception:

Leader, Pacific Northwest Adjustment Investigations is authorized to order or approve occasional and irregular overtime for employees at Corvallis, Oregon.

ECONOMIC RESEARCH SERVICE
Marketing Economics Division

Redelegation of Authorities

The authorities listed in Section VII of this Circular are redelegated to the officials designated below and to those acting in their stead. The redelegation for certain authorities is subject to limitations cited in this Circular and in Exhibit A of this Circular, Travel Authorization.

Washington:

Administrative Officer
Branch Chiefs

Exception:

Authority to order or approve occasional or irregular overtime is redelegated only to the Administrative Officer.

Authority to effect temporary appointments under L/A employment procedure in conjunction with enumerative surveys is redelegated to the Agricultural Economist in charge of the survey. (Both Washington and Field.)

Field:

All the authorities cited in Section VII of this Circular and in Exhibit A of this Circular, Travel Authorization, are redelegated to the Officer in Charge, Berkeley, California.

Authority to purchase necessary supplies, materials, etc.; as cited in Section VII G is the only authority redelegated to Officers-in-Charge at other field locations.

ECONOMIC RESEARCH SERVICE
Regional Analysis Division

Redelegation of Authorities

None of the authorities listed in Section VII of this Circular are redelegated except to the administrative officer as indicated below:

The authority to purchase necessary equipment, materials, and supplies and incur other necessary expenses, within the limitations prescribed in procurement instructions applicable to Agricultural Economics.

The authority to sign SF-52's, Requests for Personnel Action, affecting positions and employees GS-7 or under in non-professional positions.

STATISTICAL REPORTING SERVICE
Agricultural Estimates Division

Redelegation of Authorities

Certain authorities listed in Section VII of this Circular are redelegated to the officials designated below and to those acting in their stead. The redelegation of certain authorities is subject to the limitations cited in this Circular and in Exhibit A, Travel Authorization.

Washington

Administrative Officer - Section VII-A, C, D, G, and I only.

Branch Chiefs - Section VII-C, Administrative Approval of Travel Vouchers, only.

Field

Officer in Charge of office at Chicago, Illinois. All paragraphs of Section VII which may be redelegated by the Division Director.

Under this redelegation of authority, travel by persons to whom authority is redelegated and their subordinates is limited to the following States:

Dairy Statistics Office at Chicago, Illinois - States of Illinois, Wisconsin, Minnesota, Iowa, Missouri, Kentucky, Indiana, and Michigan.

Exception

Travel may be performed outside of the States authorized above when directed by the Division Director to attend meetings, training schools and workshops, to perform duty in Washington, D. C., and for other purposes. Whenever travel outside of the designated States is performed the travel voucher shall cite the purpose of travel and make reference to the authority from the Division Director.

STATISTICAL REPORTING SERVICE
Crop Reporting Board

Redelegation of Authorities

Certain authorities listed in Section VII of this Circular are redelegated to the officials designated below and those acting in their stead. The redelegation of certain authorities is subject to the limitations cited in this Circular and in Exhibit A, Travel Authorization.

Administrative Officer - Section VII-A

C

D

G

I (except for employees
GS-9 or higher)

Secretary, CRB - Section VII-J

K

STATISTICAL REPORTING SERVICE
Field Operations Division

Redelegation of Authorities

Certain authorities listed in Section VII of this Circular are redelegated to the officials designated below and to those acting in their stead. The redelegation for certain authorities is subject to limitations cited in this Circular and in Exhibit A, Travel Authorization.

Washington:

Deputy Director

Administrative Officer - Sections A, C, D, F, G and I only

Head, Survey Operations Group - Section C only

Field:

Officer in Charge of each State Statistical Office - All of Section VII which may be redelegated by Division Director.

Under this redelegation of authority, travel by persons to whom authority is redelegated and their subordinates is limited to the State(s) of jurisdiction and bordering States.

Exception:

Travel may be performed outside of the State(s) of jurisdiction and bordering States when directed by the Division Director or Deputy Director to attend meetings, training schools, and workshops; to perform duty at Washington, D. C.; and for other purposes. Whenever travel outside of the designated States is performed, the travel voucher shall cite the purpose of the travel and make reference to the authority from the Division Director.

STATISTICAL REPORTING SERVICE
Standards and Research Division

Redelegation of Authorities

The authorities listed in Section VII of this Circular are redelegated to the officials designated below and to those acting in their stead. The redelegation for certain authorities is subject to limitations cited in this Circular and in Exhibit A, Travel Authorization.

Washington:

Administrative Officer
Branch Chiefs

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 100

General Authorization

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EXHIBITS

- A Travel Authorization
- B-1 ERS - Development and Trade Analysis Division
- B-2 ERS - Economic and Statistical Analysis Division
- B-3 ERS - Farm Economics Division
- B-4 ERS - Marketing Economics Division
- B-5 ERS - Regional Analysis Division
- B-6 SRS - Agricultural Estimates Division
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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 100

General Authorization

I PURPOSE

A Constitutes the delegation of authority within Agricultural Economics for (1) authorizing and approving travel and the incurrence of necessary travel and station expenses, and (2) certain other administrative authorities necessary for carrying out the authorized programs and activities of Agricultural Economics.

B Sets forth Agricultural Economics policy with regard to authorities delegated.

C Prescribes the extent of delegated authority.

D Sets forth the responsibilities of (1) officials to whom authority is delegated and (2) travelers.

E Sets forth the per diem, mileage, and other travel allowances applicable to travelers of Agricultural Economics - through reference to Agricultural Economics Circular No. 85.

II EFFECTIVE DATE

The provisions of this Circular are effective July 1, 1962, and remain in effect through June 30, 1963. As required by Department Regulations, this General Authorization will be reissued or reaffirmed for each fiscal year. See Section XIV for effect of this Circular on existing instructions applicable to Agricultural Economics.

III POLICY

The policy of Agricultural Economics is to authorize or approve official travel and to exercise procurement, employment, and other authorities delegated herein only to the extent necessary for the effective administration or furtherance of its authorized programs. The authorities listed herein may be exercised only by an official designated herein or by an official to whom such authority has been redelegated. Redelegations are subject to the limitations prescribed herein.

IV TRAVEL AUTHORIZATION AND MAXIMUM PER DIEM AND MILEAGE ALLOWANCES

A Exhibit A, attached, constitutes the Travel Authorization under which travel will be performed in Agricultural Economics, except that requiring issuance of a trip authorization. (See Agricultural Economics Circular No. 85, Section XVII.)

B Agricultural Economics Circular No. 85 sets forth per diem, mileage, and other travel allowances prescribed for travel within Agricultural Economics.

V AUTHORITIES DELEGATED

Authorities relative to the Staff Economists Group are set forth in Agricultural Economics Circular No. 69.

A Authority of the Administrators and Executive Director, MOS.

1 The Secretary of Agriculture has assigned to the Director of Agricultural Economics various functions necessary to carry out authorized programs of the Department. The Administrators of the Economic Research Service and the Statistical Reporting Service, as heads of agencies, and the Executive Director, MOS, are delegated by the Director of Agricultural Economics the authorities incident to carrying out the assigned functions, except where authorizations or approvals above ERS, SRS, and MOS levels are required (see Section VIII). Except for authorities delegated only to the respective Administrators or the Executive Director, MOS, see paragraphs 2 and 3 immediately following, the Administrators and the Executive Director, MOS, may delegate their authority to subordinates and authorize redelegation of such authority to the extent necessary for good administration.

2 The authorities listed below are delegated only to the Administrators of ERS and SRS and the Executive Director, MOS. They may not be redelegated, but in the absence of an Administrator or the Executive Director, MOS, may be exercised by the respective Acting Administrator or Acting Executive Director, MOS.

a Approval of superior accommodations for security purposes when a standard lower berth is available.

b Approval of allowances for per diem in lieu of subsistence of actual subsistence expenses for periods of illness while in travel status in excess of 14 calendar days (including fractional days).

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(V A 2)

c Approval of a request for a per diem or mileage rate in excess of the fixed, uniform rates prescribed in Agricultural Economics Circular No. 85, where such deviation is allowable under Departmental Regulations.

3 The authorities listed below are delegated by the Administrators of ERS and SRS to the Executive Director, MOS, only.

a The authority to approve foreign travel and secure related necessary clearance and approvals from the Department, or from other agencies of the Department.

b The authority to approve attendance at national meetings, meetings of international organizations or groups, held in the United States or elsewhere, and foreign meetings. (See also Agricultural Economics Circular No. 36.)

c The authority to approve all travel to be performed on an actual subsistence expense basis and secure the required concurrence of the Director of Finance.

B Delegation of Authority. The officials occupying or acting in the positions designated below are delegated by the respective Administrator or Executive Director, MOS, as appropriate, the authorities listed in Section VII.

- 1 Deputy Administrators
- 2 Assistants to the Administrators
- 3 Division Directors and Heads of Staff Offices

C Redelegation of Authority. The officials listed in Section V B above are authorized to redelegate to their subordinates the authorities listed in Section VII. Authorities so delegated may, in turn, be redelegated by officials at the division level (deputy directors, assistant directors, assistants to directors, and administrative officers of Washington offices), unless redelegation by such official is specifically excluded in Exhibit B, attached.

D Instrument of Redelegation. Exhibit B is the instrument through which redelegation of authority shall be accomplished.

AGRICULTURAL ECONOMICS CIRCULAR No. 100

(V D)

1 Division directors have redelegated the authorities listed in Section VII' to the officials designated in Exhibit B.

2 Redelegations to officials other than those listed in Exhibit B shall be made as supplements to Exhibit B. Requests for issuance of supplements shall be submitted to the Division of Budget and Finance (DBF). Such redelegations shall be made to the highest level consistent with good management.

VI AUTHORITIES NOT INCLUDED IN THIS CIRCULAR

If authorities not included in this Circular are to be delegated, such delegations shall be made in writing and copies furnished DBF.

VII EXTENT OF DELEGATED AUTHORITY

Unless otherwise indicated below, officials listed in Section V B and Exhibit B of this Circular and others to whom authority is redelegated may:

A Authorize, direct, and approve official travel and the incurrence of necessary travel expenses for themselves and the employees under their supervision, in accordance with the provisions of the Standardized Government Travel Regulations and applicable Agricultural Economics Circulars and instructions, including those covered by Exhibits A and B, attached.

B Establish and adjust per diem and mileage allowances within the maximum limitations prescribed in Agricultural Economics Circular No. 85 and Exhibit T attached thereto. Only the officials listed in Section V B are authorized to establish and adjust travel allowances within the maximums prescribed in Agricultural Economics Circular No. 85, Section VIII C 1 b and 2 b; Section IX B; Section X D, F 1 b, and J; and Section XIII. Further, only the officials listed in Section V B (this Circular) can establish or adjust an Exhibit T, or authorize a per diem or mileage rate lower than fixed, uniform rates prescribed in Agricultural Economics Circular No. 85, when such deviation is allowable under Departmental Regulations. Where allowances prescribed are mandatory, no adjustment may be made. Otherwise, when it has been determined that allowances should be adjusted, the authorized official shall take action as follows:

1 When the adjustment applies to a specific trip, he shall issue a notice to the affected employee and transmit a copy to the employee's supervisor, as well as to DBF.

2 When the adjustment is for general application, affecting all employees of the division, all employees at specific locations, all

AGRICULTURAL ECONOMICS CIRCULAR No. 100

(VII B 2)

travel to certain areas, etc., he shall notify the Director, DBF, in writing that he wishes to amend the division's Exhibit T to Agricultural Economics Circular No. 85 to reflect the adjusted allowances.

C Administratively approve vouchers in accordance with the following:

1 The authority to administratively approve travel vouchers is inherent in the authority to authorize and approve travel. Redelegation is subject to the limitations contained in Section V C and may be made only to employees who are in a position to determine the facts relative to the travel (see Section XI below).

2 The authority to administratively approve all other vouchers is inherent in the authority to incur station expenses. Redelegation is subject to the limitations contained in Section V C.

D Approve applications for advances of funds to employees for travel and transportation and for payment of training expenses under Public Law 85-507, Government Employees Training Act, subject to the provisions of instructions applicable to Agricultural Economics (AMS Instruction 461-1, Rev. 3, Advances of Funds and Surety Bonds). This authority may be redelegated only to an official to whom authority to authorize and approve travel is also redelegated.

E Approve attendance at domestic meetings (other than National or relative to international or foreign organizations) outside the Department, within the limitations prescribed in Agricultural Economics Circular No. 36, Attendance at Meetings Outside the Department. This authority may be exercised only by the officials designated in the cited Circular.

F Approve expenses of training of employees selected for training under Public Law 85-507, when such expenses are authorized on approved Form AD-281, Request and Authorization for Training Under P. L. 85-507.

G Purchase necessary equipment, materials, and supplies and incur other necessary station expenses, within the limitations prescribed in procurement instructions applicable to Agricultural Economics.

H Effect temporary appointments under the L/A employment procedure, subject to the provisions and limitations of Agricultural Economics Circular No. 66, Employment Under Letters of Authorization, and applicable division instructions. This authority is not delegated to officials who

(VII H)

have been delegated formal employment authority nor is this authority granted for use in the metropolitan area of Washington, D. C. (except that offices located at College Park, Maryland, may be granted this authority).

I Sign SF-52's, Requests for Personnel Action, affecting positions and employees under the official's supervision, within the limitations prescribed in Agricultural Economics Circular No. 82 and No. 49.

J Order or approve occasional and irregular overtime, subject to the limitations prescribed in Agricultural Economics Circular No. 87, Overtime.

K Order or approve holiday work, subject to the limitations prescribed in Agricultural Economics Circular No. 88, Holiday Compensation.

VIII AUTHORIZATIONS AND APPROVALS ABOVE AGRICULTURAL ECONOMICS LEVEL

A General. The Executive Director, MOS, is authorized to endorse requests for travel authority required beyond the range of authority vested in officers of Agricultural Economics, and to obtain clearances and approvals from Departmental or other officials. These authorities are set forth in the following paragraphs B, C, and D.

B Approval of the Secretary. Prior approval of the Secretary must be obtained for establishment of any period of service different from the 2-year period, prescribed by the Department, which an individual must serve outside the continental United States^{1/} before he is entitled to return expenses for authorized leave or for separation.

C Approval of the Group Head, Office of the Secretary.

1 Prior approval of the Group Head, Office of the Secretary, must be obtained on Form AD-179, Request for Approval To Perform Foreign Travel or Attend Meeting, or on blanket foreign travel plans in lieu of AD-179, for:

a Attendance at meetings of international or foreign organizations and groups, whether held in this country or elsewhere;

^{1/} Continental United States means the former 48 States and the District of Columbia.

(VIII C 1)

b Attendance at any other meeting held in a foreign country except routine "workshop" meetings of the Department or discussions of cooperative program operations by Departmental personnel with Canadian or Mexican officials in their respective countries; and

c Other foreign travel, except as listed in Exhibit A, item 1, of this Circular.

When prior blanket approval by the Group Head has been received for an agency's fiscal year foreign travel plans, including related attendance at meetings, it is not necessary to submit Form AD-179 for approval of the Group Head for the trips and meetings set forth in the approved plans.

2 Post approval of the Group Head, Office of the Secretary, must be obtained on vouchers covering foreign travel when (a) prior approval was not obtained as required in paragraph A above, or (b) such approval did not cover all foreign travel performed.

D Concurrence of the Director of Finance. Concurrence of the Director of Finance is required on:

1 Travel authorizations (Form AD-202) for (a) travel by private persons (non-Government employees)^{2/}, except members of advisory committees established by the Secretary under the authority of the Research and Marketing Act of 1946, when the travel is for attending committee meetings; and (b) travel (except that of the Administrators) which provides for allowances of actual subsistence expenses.

2 Form AD-179, or blanket foreign travel plans in lieu of AD-179, when approval by the Group Head, Office of the Secretary, is required.

3 Travel vouchers (a) requiring post approval of the Group Head, Office of the Secretary; (b) for persons other than Government officers and employees; and (c) for reimbursement to travelers for actual subsistence expenses, when prior concurrence was not obtained.

^{2/} Annuitant collaborators without appointments do not have employee status and are classed as private persons.

(VIII D)

4 Memorandum request for any other travel where the financial arrangements involve payment of all or part of the traveling expenses from funds from non-Federal sources.

IX RESPONSIBILITIES OF OFFICIALS TO WHOM AUTHORITY IS DELEGATED

Officials to whom authority is delegated herein and those to whom authority is redelegated are responsible for:

A Authorizing incurrence of expenses in connection with authorities herein delegated within the limit of authority granted and funds available.

B Complying with all procedures, provisions, and limitations contained in instructions applicable to Agricultural Economics and governing exercise of authorities delegated herein.

C Complying with the policy of Agricultural Economics in determining whether travel is necessary to, or will further, the authorized programs of Agricultural Economics.

D Restricting travel to the geographical and jurisdictional areas required for proper administration of programs.

E Establishing equitable per diem and mileage rates within prescribed maximum rates, considering pertinent factors which bear on a fair and equitable allowance from the standpoint of both the traveler and the Government. Officials other than those listed in Section V B are not authorized to establish or adjust travel allowances (see Section VII B). However, they are responsible for advising their superiors of conditions or circumstances affecting travel costs, so that consideration may be given to appropriate adjustment (increase or decrease) of rates.

F Prescribing use of less than first-class air accommodations (air coach, tourist, etc.) whenever available and adequate to meet the reasonable needs of the program and the traveler.

G Initiating action to have employees repay advances of funds when the specific trip or travel is completed for which the advance was made and to reduce advances which appear to be in excess of employees' needs.

AGRICULTURAL ECONOMICS CIRCULAR No. 100

(IX)

H Ascertaining whether the official station should be changed or the authorized per diem allowance adjusted when the traveler's assignment continues more than two months (60 days) at a temporary duty station.

I Ascertaining, prior to the certification of Form MOS-276, Time and Attendance Report, that overtime and holiday work reported was actually performed.

J Determining the usual travel pattern of travelers under their jurisdiction, where such determination is necessary to apply the provisions covering allowable per diem rates in Agricultural Economics Circular No. 85.

X RESPONSIBILITIES OF TRAVELERS

Employees traveling on official business are responsible for:

A Planning itineraries that will accomplish the purpose of the travel with the minimum of time and expense;

B Traveling by direct, usually traveled routes;

C Exercising the same care in selecting classes and modes of travel that a prudent person would use if traveling on personal business--for air travel, utilizing the lowest class accommodations that are available and adequate;

D Scheduling hours of departure and arrival that will permit the most efficient transaction of official business; and

E Incurring only those expenses that are essential to the transaction of official business.

XI ADMINISTRATIVE APPROVAL OF VOUCHERS

The administrative approval of a voucher indicates that a review has been made in accordance with the requirements listed in instructions applicable to Agricultural Economics (AMS Instruction 402-2, Responsibilities of Approving Officers) and that unless otherwise noted, payment is recommended subject to specific provisions of governing laws, regulations, and instructions applicable to Agricultural Economics.

(XI)

A Travel Vouchers.

1 Form of Approval. Administrative approval of travel vouchers shall be indicated by the signature (not initials) and the working title of the approving officer (division director, administrative officer, officer in charge, etc.) in the space provided on the face of the travel voucher. Where the traveler and the approving officer are the same, the showing of his working title beneath his signature in the payee certification block on the travel voucher will meet the requirements of this Section.

2 Approving Officers.

a Expenses Incurred Under Prior Authority. When a voucher covers travel expenses all items of which are incurred under this or other prior authority (AD-202), the approving officer may be (1) an official having authority to authorize or approve travel, or (2) an official to whom authority has been delegated to administratively approve travel vouchers as distinguished from authority to authorize or approve travel (see Section VII C above).

b Expenses Incurred Without Prior Authority. When travel is performed that is not covered by this or other prior authority, the travel voucher must be approved by an officer having authority to authorize or approve the particular travel. When certain items of reimbursable expenses are incurred which are not covered by the authorization, the voucher must be approved by an officer who has authority to authorize and approve the particular expense. In such cases the following or a similar statement shall be inserted above the signature of the approving officer: "The travel (or items of expense) not previously authorized is (are) hereby approved." It is not necessary to issue or amend an authorization subsequent to the incurrence of expenses, since approval of the voucher constitutes the required authority.

c Required Specific Approvals. The administrative approval of the travel voucher does not cover approval of the following expenses, even though authorized herein,

(XI A 2 c)

when determined to be advantageous to the Government (see Exhibit A): (1) use of extra-fare trains and planes; (2) use of special conveyances; (3) use of toll roads when such roads are not the usually traveled routes; and (4) incurrence of taxi fares, or round-trip mileage at ten cents per mile for use of a privately owned automobile in lieu of a taxi, between home, place of business, or other point of departure or arrival, and terminal in excess of allowable taxi fare plus tip (\$6.60). Approval of these expenses must be in the form of a signed statement of approval by an official designated in Section V B or in a Division's Exhibit B. (When authority for incurrence of these expenses is included on AD-202, specific approval is not required.)

B Other (Miscellaneous) Vouchers. Administrative approval of other (miscellaneous) vouchers shall be indicated by the signature (not initials) and working title of the approving official shown on the voucher or invoice.

XII POST REVIEW OF TRAVEL VOUCHERS

A In order to maintain adequate administrative control, heads of field offices who report directly to division directors, branch chiefs, or section heads in Washington, D. C., shall forward to the appropriate administrative official a copy of their travel vouchers for review on a post-payment basis. The close working relationship between officials listed in Section V B, as well as other Washington office officials listed in Divisions' Exhibit B, and their immediate supervisors makes submission and review of copies of travel vouchers of such officials unnecessary.

B The appropriate officials shall review the copies of the vouchers at least quarterly to determine that the travel was warranted and necessary in carrying out the responsibilities of the positions involved. After review, the copies of vouchers shall be retained in the files of the reviewing officers for one year from the month in which they were received.

XIII AUTHORITY TO BE CITED ON TRAVEL VOUCHERS

This Circular constitutes the authorization under which all travel within the limits designated herein shall be performed. When travel is performed

(XIII)

under this authorization, cite on the travel voucher Agricultural Economics Circular No.100 (i.e., this Circular) and " 7-2-62 " 3/ as the authority and date under which reimbursement is claimed. When travel is performed under Form AD-202, or any other authorization, cite that authorization as the authority.

XIV EFFECT ON EXISTING INSTRUCTIONS

A The provisions of this Circular supersede Agricultural Economics Circulars No. 6 and 22.

B AMS Instruction 106-2 "General Authorization" is no longer applicable to Agricultural Economics.

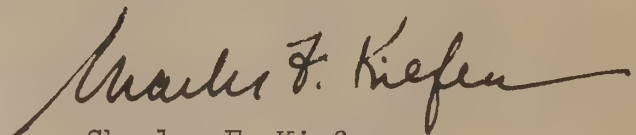
C Exhibits A (covering AE Divisions' redelegations of authority) attached to Agricultural Economics Circular No. 6 are hereby canceled.

D Conflicting provisions of any other existing instructions applicable to Agricultural Economics are superseded by this Circular.

XV OTHER

A New exhibits covering AE Divisions' redelegations of authority are attached hereto and are numbered separately, prefixed by the letter "B." Exhibit A of this Circular constitutes the basic travel authority for Agricultural Economics, which is supplemented by Agricultural Economics Circular No. 85.

B On the Exhibits B of this Circular, the term "Washington" is applicable to employees stationed in Washington, D. C. and the related metropolitan area; and the term "Field" is applicable to employees stationed outside of Washington, D. C. (including College Park, Md.)



Charles F. Kiefer
Executive Director
Management Operations Staff

Attachments

3/ This will always be the current date of Agricultural Economics Circular No.100, i.e., this Circular.

Travel Authorization

The officials designated in Section V B and on the Divisions' Exhibits B of this Circular and those to whom authority is redelegated are authorized (1) to travel and incur necessary expenses of travel, and (2) to direct the travel and incurrence of necessary travel expenses on the part of their assistants, in accordance with the provisions of the Standardized Government Travel Regulations and applicable Agricultural Economics instructions (including the travel and travel expenses set forth in items listed below). Assistants of the designated officials are authorized to travel and to incur necessary travel expenses as directed by such officials.

1 Travel Territory:

a Within the limits of the continental United States.^{1/}

b . Beyond the limits of the continental United States in the following cases:

(1) To, from, and within Canada or Mexico when the travel (a) relates to established programs of mutual interest; (b) is directly related to attendance at common interest meetings; or (c) is routine or incidental in nature, such as travel of employees stationed in the continental United States or Alaska in areas adjacent to Canada or Mexico who are required to cross foreign borders in the normal course of their work or in the use of usually traveled routes between points within the continental United States or Alaska.

(2) Between the continental United States and the States of Alaska and Hawaii and localities associated with the United States,^{2/} and within and between the States of Alaska and Hawaii and localities associated with the United States.^{2/}

^{1/} Continental United States in this Circular means the former 48 States and the District of Columbia.

^{2/} Includes the Commonwealth of Puerto Rico, the Canal Zone, and the territories or possessions of the United States.

(1 b)

(3) To, from, and within foreign areas adjacent to Puerto Rico or the Virgin Islands, when required in the normal course of work of employees stationed in Puerto Rico or the Virgin Islands.

(4) Within the country or countries of assignment of employees stationed outside the United States.

2 Per diem and mileage allowances, as prescribed in Agricultural Economics Circular No. 85.

3 Travel to attend meetings if attendance has been approved in accordance with Agricultural Economics Circular No. 36.

4 Travel and transportation expenses incident to change of official station in accordance with Agricultural Economics Circular No. 83 and other instructions applicable to Agricultural Economics (AMS Instruction 460-1, Rev. 2, Travel and Transportation of Transferred Employees, and Certain New Appointees, Their Immediate Families, Household Goods, and Personal Effects and House Trailers.)^{3/} This authority is not herein granted to branch chiefs or heads of field offices (even though such officials are listed in a Division's Exhibit B) unless specific redelegation is made by an official listed in Section V B of this Circular. Is redelegation of this authority is not specifically indicated in a Division's Exhibit B, it must be made by a supplement to that exhibit.

5 Travel and transportation expenses allowable under Public Law 86-587, for persons appointed, and student trainees when promoted upon completion of college work, to positions in the United States in which the Civil Service Commission determines a manpower shortage exists, subject to the provisions of instructions applicable to Agricultural Economics (AMS Instruction 460-3, Rev. 2, Payment of Travel and Transportation Expenses under Public Law 86-587).^{3/} This authority is not granted to branch chiefs or heads of field offices (even though such officials are listed in a Division's Exhibit B) nor can it be redelegated.

^{3/} Form AD-202, Authorization - Travel, is required.

6 Travel by Agricultural Economics employees in connection with work for which they are detailed or loaned to another Government agency. (Such travel may be authorized by the agency to which the employee is detailed or loaned.)

7 Travel by privately owned automobile. (See Agricultural Economics Circular No. 85.)

8 Use of extra-fare planes and trains when such transportation is determined to be advantageous to the Government.

9 Use of special conveyances when such transportation is determined to be advantageous to the Government.

10 Use of toll roads when their use is determined to be advantageous to the Government.

11 Incurrence of taxi fares, in excess of allowable fare plus tip (\$6.60), or round-trip mileage at ten cents per mile for use of a privately owned automobile in lieu of a taxi between home, place of business, or other point of departure or arrival, and terminal, when incurrence of the additional expense is determined to be advantageous to the Government.

12 Per diem (or actual subsistence expenses when provided in the traveler's authorization) not to exceed 14 calendar days (including fractional days) in any one period of absence from duty due to illness or injury of a traveler not due to his own misconduct.

13 Hire of necessary stenographic, typing, clerical, and other services necessary for the conduct of official business while in travel status, subject to the limitations contained in instructions applicable to Agricultural Economics (AMS Instruction 242-1, Local Purchases (Section IX)).

14 Miscellaneous expenses necessarily incurred in connection with official travel.

15 Miscellaneous travel expenses within the limits of the official station, including mileage for the use of privately owned vehicles and the use of taxicabs for local official business when such transportation is determined to be advantageous to the Government.

ECONOMIC RESEARCH SERVICE
Development and Trade Analysis Division

Redelegation of Authorities

None of the authorities listed in Section VII of this Circular are redelegated except to the administrative officer as indicated below:

The authority to purchase necessary equipment, materials, and supplies, and incur other necessary expenses, within the limitations prescribed in procurement instructions applicable to Agricultural Economics.

The authority to sign SF-52's, Requests for Personnel Action, affecting positions and employees GS-7 or under in non-professional positions.

ECONOMIC RESEARCH SERVICE
Economic and Statistical Analysis Division

Redelegation of Authorities

The authorities listed in Section VII of this Circular are redelegated to the officials designated below and to those acting in their stead. The redelegation for certain authorities is subject to limitations cited in this Circular and in Exhibit A, Travel Authorization.

Washington:

Administrative Officer
Branch Chiefs
Deputy Director

ECONOMIC RESEARCH SERVICE
Farm Economics Division

Redelegation of Authorities

The authorities listed in Section VII of this Circular are redelegated to the officials designated below and to those acting in their stead. The redelegation for certain authorities is subject to limitations cited in this Circular and in Exhibit A, Travel Authorization.

Washington:

Administrative Officer
Branch Chiefs

Exceptions:

The administrative officer only is redelegated authority to:

- 1 Approve advances of funds.
- 2 Sign SF-52's, Request for Personnel Action.
- 3 Order or approve occasional and irregular overtime and holiday work.

Washington officials detailed for enumerative surveys in the field are redelegated authority to effect temporary appointments under L/A employment procedure, subject to the provisions and limitations of Agricultural Economics Circular No. 66; and to authorize, direct, and approve official travel and administratively approve travel vouchers of L/A employees under their supervision.

Field:

The redelegation to Agricultural Economists at field locations includes only the authorities listed below:

- 1 Effect temporary appointments under L/A employment procedure, subject to the provisions and limitations of Agricultural Economics Circular No. 66.

(Field)

2 Purchase necessary equipment, materials and supplies and incur other necessary station expenses, within the limitations prescribed in procurement instructions applicable to Agricultural Economics.

3 Authorize, direct and approve official travel and administratively approve travel vouchers of L/A employees under their supervision.

Exception:

Leader, Pacific Northwest Adjustment Investigations is authorized to order or approve occasional and irregular overtime for employees at Corvallis, Oregon.

ECONOMIC RESEARCH SERVICE
Marketing Economics Division

Redelegation of Authorities

The authorities listed in Section VII of this Circular are redelegated to the officials designated below and to those acting in their stead. The redelegation for certain authorities is subject to limitations cited in this Circular and in Exhibit A of this Circular, Travel Authorization.

Washington:

Administrative Officer
Branch Chiefs

Exception:

Authority to order or approve occasional or irregular overtime is redelegated only to the Administrative Officer.

Authority to effect temporary appointments under L/A employment procedure in conjunction with enumerative surveys is redelegated to the Agricultural Economist in charge of the survey. (Both Washington and Field.)

Field:

All the authorities cited in Section VII of this Circular and in Exhibit A of this Circular, Travel Authorization, are redelegated to the Officer in Charge, Berkeley, California.

Authority to purchase necessary supplies, materials, etc., as cited in Section VII G is the only authority redelegated to Officers-in-Charge at other field locations.

ECONOMIC RESEARCH SERVICE
Regional Analysis Division

Redelegation of Authorities

None of the authorities listed in Section VII of this Circular are redelegated except to the administrative officer as indicated below:

The authority to purchase necessary equipment, materials, and supplies and incur other necessary expenses, within the limitations prescribed in procurement instructions applicable to Agricultural Economics.

The authority to sign SF-52's, Requests for Personnel Action, affecting positions and employees GS-7 or under in non-professional positions.

STATISTICAL REPORTING SERVICE
Agricultural Estimates Division

Redelegation of Authorities

Certain authorities listed in Section VII of this Circular are redelegated to the officials designated below and to those acting in their stead. The redelegation of certain authorities is subject to the limitations cited in this Circular and in Exhibit A, Travel Authorization.

Washington

Administrative Officer - Section VII-A, C, D, G, and I only.

Branch Chiefs - Section VII-C, Administrative Approval of Travel Vouchers, only.

Field

Officer in Charge of office at Chicago, Illinois. All paragraphs of Section VII which may be redelegated by the Division Director.

Under this redelegation of authority, travel by persons to whom authority is redelegated and their subordinates is limited to the following States:

Dairy Statistics Office at Chicago, Illinois - States of Illinois, Wisconsin, Minnesota, Iowa, Missouri, Kentucky, Indiana, and Michigan.

Exception

Travel may be performed outside of the States authorized above when directed by the Division Director to attend meetings, training schools and workshops, to perform duty in Washington, D. C., and for other purposes. Whenever travel outside of the designated States is performed the travel voucher shall cite the purpose of travel and make reference to the authority from the Division Director.

STATISTICAL REPORTING SERVICE
Crop Reporting Board

Redelegation of Authorities

Certain authorities listed in Section VII of this Circular are redelegated to the officials designated below and those acting in their stead. The redelegation of certain authorities is subject to the limitations cited in this Circular and in Exhibit A, Travel Authorization.

Administrative Officer - Section VII-A
C
D
G
I (except for employees
GS-9 or higher)

Secretary, CRB - Section VII-J
K

STATISTICAL REPORTING SERVICE
Field Operations Division

Redelegation of Authorities

Certain authorities listed in Section VII of this Circular are redelegated to the officials designated below and to those acting in their stead. The redelegation for certain authorities is subject to limitations cited in this Circular and in Exhibit A, Travel Authorization.

Washington:

Deputy Director
Administrative Officer - Sections A, C, D, F, G and I only
Head, Survey Operations Group - Section C only

Field:

Officer in Charge of each State Statistical Office - All of
Section VII which may be redelegated by Division Director.

Under this redelegation of authority, travel by persons to whom authority is redelegated and their subordinates is limited to the State(s) of jurisdiction and bordering States.

Exception:

Travel may be performed outside of the State(s) of jurisdiction and bordering States when directed by the Division Director or Deputy Director to attend meetings, training schools, and workshops; to perform duty at Washington, D. C.; and for other purposes. Whenever travel outside of the designated States is performed, the travel voucher shall cite the purpose of the travel and make reference to the authority from the Division Director.

STATISTICAL REPORTING SERVICE
Standards and Research Division

Redelegation of Authorities

The authorities listed in Section VII of this Circular are redelegated to the officials designated below and to those acting in their stead. The redelegation for certain authorities is subject to limitations cited in this Circular and in Exhibit A, Travel Authorization.

Washington:

Administrative Officer
Branch Chiefs

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

*Superseded by
Circular 392*

AGRICULTURAL ECONOMICS CIRCULAR No. 101

Leave Regulations

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UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ECONOMICS

MANAGEMENT OPERATIONS STAFF

WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 101

Leave Regulations

I PURPOSE

This Circular is to provide information concerning current leave regulations and the administration thereof.

II RESPONSIBILITIES

A Division of Personnel (DP). The Division of Personnel is responsible for:

1 Interpreting leave regulations and the development of instructions pertaining thereto.

2 Counselling employees on their leave benefits, privileges, and responsibilities.

3 Initially determining length of service for leave earning purposes and advising the Division of Budget and Finance (DBF) accordingly.

4 Approving or disapproving applications for leave without pay in excess of 30 days.

5 Requesting transfer of leave accounts from other agencies upon transfer of an employee to ERS, SRS, MOS, or SEG.

B Division of Budget and Finance. DBF shall be responsible for:

1 Developing instructions and procedures for the preparation and maintenance of time and attendance reports and other leave records.

2 Maintaining official leave records, except as shown in paragraph C 7 below.

(II B)

3 Examining documents pertaining to leave for accuracy and compliance with regulations.

4 Auditing of leave accounts.

5 Certifying and transferring leave data to other Government agencies.

6 Collecting for overdrawn leave, when required.

7 Collecting lump-sum payments in case of reemployment and recredit of leave.

8 Paying lump sums for accumulated and accrued leave when such payments are authorized.

9 Advising employees of changes in leave earning category.

C Divisions. The directors of Washington divisions and staff offices and heads of field offices of SRS, ERS, MOS, and SEG herein referred to as "divisions" shall be responsible for the general administration of leave with respect to employees working under their supervision, including:

1 Designating officers (which officers are referred to in this Circular as "approving officers") to act upon the application for leave in accordance with the policies and procedures prescribed herein.

2 Advising new employees of the proper use of the various types of leave, the procedures to follow in requesting leave, who to call in case of emergency and sickness, and signing for leave.

3 Supplying information as to leave available and related information when requested by employees.

4 Maintaining leave records and time and attendance (T & A) reports and timely submission of T & A reports in accordance with procedures prescribed by DBF.

5 Referring matters of interpretation of leave regulations to DP when necessary or desirable.

(II C)

6 Referring to DP any requests for leave, including leave without pay in excess of 30 days, when appropriate.

7 Maintaining official leave records for any cooperatively controlled employees under State or other special leave system established under cooperative agreement.

D Employees. It is the responsibility of each employee to:

1 Except in cases of emergency, request annual leave in advance. An employee must have the approval of his supervisor before beginning a period of annual leave. Vacations should be planned so as to interfere with the work schedule as little as possible and request should be made as early in the leave year as possible to permit the supervisors to make adjustments for work schedule and schedule leave for all employees on an equitable basis.

2 In cases of emergency annual or sick leave notify his superior as early as possible on the first day of absence. Absence from duty for which no satisfactory explanation is given may be grounds for disciplinary action.

3 Request in advance sick leave for medical, dental, or optical examination or treatment.

4 Obtain physician's certificate or other acceptable evidence in support of sick leave in excess of three consecutive work days.

III DEFINITIONS

A Accrued Leave. Leave earned by an employee during the current leave year.

B Accumulated Leave. The unused leave remaining to the credit of the employee at the beginning of the leave year.

C Advanced Leave. Leave granted in excess of that which has been earned.

D Break in Service. A period of separation from the Federal service of one or more work days.

(III)

E Cooperative Employees. Agents appointed under the terms of a cooperative agreement between the Department and a non-Federal public agency, such as a State or Territory, or with a private organization or individual.

F Furlough. Involuntary absence without pay resulting from action initiated by the agency as a result of lack of funds or other non-disciplinary reason.

G Intermittent Employees. Those who are employed on an irregular or occasional basis whose hours or days of work are not based on a prearranged schedule and who are paid only for the time when actually employed. Regular tours of duty may be established for intermittent employees when it is known in advance that the employee is to work the same hours each day and the same days each week for a minimum of four pay periods, and revert to an intermittent status.

H Leave Without Pay. Leave in non-pay status granted to an employee at his request.

I Leave Year. The period from the beginning of the first complete bi-weekly pay period in the calendar year to the beginning of the first complete pay period in the following calendar year.

J Ninety-Day Qualifying Period. The first 90 calendar days of continuous employment under one or more appointments without a break in service. Leave without pay during the 90-day qualifying period is not considered a break in service and will count toward the 90-day qualifying period. Once the 90-day period has been served, a change in tour of duty with no change in type of duty while serving under the same appointment does not require a new 90-day qualifying period.

In the case of student trainees, a change in tour of duty from full time to intermittent with no regular tour does not constitute a break in service so as to require a new 90-day qualifying period upon return to full-time duty. However, not any of the period of such intermittent service may be credited toward the 90-day period.

K Part-time Employees. Those employees whose appointment shows a specified regular tour of duty less than the prescribed tour for full-time employees of the same group or class.

L Permanent Employees. For administration of the Leave Act a permanent employee is one appointed without a limiting date on his appointment of one year or less.

(III)

M Temporary Employees. Those employees with limiting dates on the appointment.

N Terminal Leave. Annual leave granted an employee immediately prior to separation.

IV EMPLOYEE COVERAGE

A Employees Eligible To Earn Annual and Sick Leave With Pay. The classes or categories of Federal employees who are entitled to leave benefits are as follows:

1 Permanent employees working full time, including those on full time outside training.

2 Temporary employees working full time if appointed for a period of 90 days or more are entitled to annual leave. (Successive appointments of short duration in Federal agencies, without a break in service, may be combined to meet the 90-day continuous employment requirement.) Temporary employees working full time are entitled to sick leave even though appointed for a period of less than 90 days.

3 Part-time employees who work a regular established tour of duty of less than 40 hours a week.

4 Intermittent employees for whom there has been established in advance a regular tour of duty on one or more days during administrative workweek of a pay period.

5 Cooperative employees whose duties and time of work are controlled by the Federal Government.

B Employees Not Eligible to Earn Annual and Sick Leave With Pay. The classes or categories of Federal employees who are not entitled to leave benefits are as follows:

1 Temporary employees whose appointments are for less than a continuous period of 90 calendar days. (Service previous to the current temporary appointment may be counted toward the 90 days if there has been no break in service. These employees may earn sick leave if work full time on a regular tour of duty.)

(IV B)

2 Intermittent employees for whom there has not been established in advance a regular tour of duty on one or more days during each administrative workweek of a pay period.

3 Temporary employees engaged on construction work at hourly rates.

4 Cooperative employees in unallocated positions whose duties and time of work are controlled by cooperating agencies do not earn leave under these leave regulations. Employees in this group may earn leave under terms of their cooperative agreements.

5 Officers of a corporation wholly owned or controlled by the United States who are appointed by the President, subject to consent of the Senate, or by the President alone when rates of compensation exceed the maximum rates prescribed by the Classification Act of 1949, as amended.

V ANNUAL LEAVE

A General. It shall be the policy of Agricultural Economics to grant annual leave in response to an application from the employee, if the work program of the unit in which he is employed will permit his absence. Because annual vacations are important to maintain health and efficiency, employees will be encouraged to take planned annual leave and supervisors should schedule work and absences so as to maintain necessary work force, minimize absences during heavy workload periods, and prevent loss of any leave due employees.

B Accrual of Annual Leave and Leave Category. Annual leave accrues to covered employees as follows:

<u>Category</u>	<u>Period of Service</u>	<u>Annual Leave Accrual Rate</u>
0	First 90 days	New employees (or persons reemployed after a break in service) will not receive credit for annual leave accrued until employed continuously for 90 calendar days without a break in service. (At the end of the 90-day qualifying period, employees in this category will be placed in Category 4, 6, or 8 depending upon amount of previous Federal service.

(V B)

<u>Category</u>	<u>Period of Service</u>	<u>Annual Leave Accrual Rate</u>
4	Less than 3 years	Full-time employees - 4 hours for each full biweekly pay period Part-time and Intermittent employees with a regular tour of duty - One hour for each 20 hours in pay status. <u>1/</u>
6	3 but less than 15 years	Full-time employees - 6 hours for each full biweekly pay period, except that the accrual for the last full biweekly pay period in the <u>calendar</u> year shall be 10 hours. Part-time and Intermittent employees with a regular tour of duty - One hour for each 13 hours in pay status. <u>1/</u>
8	15 years or more	Full-time employees - 8 hours for each full biweekly pay period. Part-time and Intermittent employees with a regular tour of duty - One hour for each 10 hours in pay status. <u>1/</u>

C Credit of Annual Leave. Employees who are eligible for leave benefits and who have completed their 90-day qualifying period shall be credited with annual leave as follows:

1 New Employees Who Have Completed the 90-Day Qualifying Period. New employees and employees reentering the Government after a break in service shall be credited upon completion of the 90-day qualifying period with that amount which would have accrued during such period. Thereafter leave shall be credited in accordance with the paragraphs which follows:

1/ Pay status hours which do not equal the number necessary for a minimum leave credit of one hour are to be carried over from one pay period to the next to accumulate toward future leave credits; any hours in excess of 40 in any administrative workweek shall be disregarded for leave accrual purposes.

(V C)

2 Full-Time Employees. Such employees shall be credited at the beginning of each biweekly pay period with the amount of annual leave which will accrue for that period.

3 Part-Time and Intermittent Employees With Regular Tours of Duty. Such employees shall be credited with annual leave upon completion of the required time in a pay status served under his regularly established tour. (See V B)

4 Less Than a Full Biweekly Pay Period. Full-time employees shall not earn annual leave for a period of less than a full biweekly pay period. Specifically, an employee who leaves the service during a biweekly pay period will receive no credit for annual leave for the time worked in such incomplete biweekly pay period; except, when an employee transfers between positions with different biweekly pay periods he may accrue leave for a period of less than 2 weeks on a pro rata basis. This same principle may be applied where a semimonthly pay period is involved.

5 While in Leave With Pay Status. Leave shall accrue to a full-time employee for each full biweekly pay period he is in a leave with pay status. A return to duty is not required, except that employees on terminal leave shall not earn leave on leave for any pay period which includes nonpay status for any part of such period.

6 While Drawing Employees' Compensation. An employee injured in line of duty who goes on leave without pay in order to receive benefits under the Employees' Compensation Act does not accrue annual leave for the period for which he is paid disability compensation. However, he is entitled to pro rata leave credits for that part of a pay period when he is not in receipt of such compensation.

7 While in Nonpay Status. Full-time employees earn leave while in a nonpay status of less than 80 hours, except as noted in subparagraphs 5 and 6 immediately above and except when there is no return to duty: Whenever the nonpay status totals 80 hours, or a multiple thereof, leave credits shall be reduced by 4, 6, or 8 hours according to the employee's leave earning category. Any nonpay status hours which are not used for reduction purposes within a current leave year are dropped at the end of that year. Nonpay status hours occurring in a pay period for which no leave credit is permissible (see subparagraph 4 above) are also disregarded for purposes of leave reductions.

(V)

D Accumulation of Annual Leave.

1 Employees Stationed Within the United States. The maximum accumulation for such employees is 30 days, (240 hours) except that those employees who had in excess of 30 days on 12-21-52 (7-6-58 in the case of employees headquartered in Alaska or 8-20-59 in the case of employees headquartered in Hawaii) may retain such credit until reduced. If during any year employees whose accumulation exceeds 30 days use more than their accrual for that year, their maximum carry-over is automatically reduced by the amount used in excess of the amount earned. For example:

Employee X (leave category 8) carried over 500 hours accumulated leave
He earned during leave year 208 hours annual leave
Total leave 708 hours
He used during leave year 320 hours
New maximum carryover 388

2 Citizen Employees Stationed Outside the United States. The maximum accumulation of annual leave for employees listed in categories a, b, and c below, and stationed outside the United States, is 45 days. (Such employees who had accumulated annual leave in excess of 45 days on December 21, 1952, may retain such excess until used as indicated in subparagraph 1 above.)

a Persons directly recruited or transferred from the United States by the Federal Government.

b Persons employed locally but who were:

(1) Originally recruited from the United States and have been in substantially continuous employment by other Federal agencies, United States firms, interests, or organizations, international organizations in which the United States Government participates, or foreign governments, and whose conditions of employment provide for their return transportation to the United States.

(2) At the time of employment temporarily absent from the United States for purposes of travel or formal study and maintained residence in the United States during such temporary absence.

(V D 2)

c Persons who are not normally residents of the area concerned and who are discharged from the military service of the United States to accept employment with an agency of the Federal Government.

E Granting Annual Leave. Approving officers have authority (subject to restriction by the head of the office) to approve applications for annual leave within the limitations set forth in the succeeding subparagraphs.

1 Earned Leave.

a An employee who has completed his 90-day qualifying period or an employee who has a credit of annual leave by transfer, may be granted annual leave upon administrative approval.

b Approval of an application for leave shall not be denied if denial will cause the employee to lose leave.

c The following rules apply to an employee who has to his credit compensatory time which is to be taken in lieu of payment for overtime.

(1) Before using compensatory time he shall be permitted to use any of the current year's annual leave earnings which cannot be carried forward to the next leave year.

(2) He shall use his compensatory time before using any annual leave which can be carried forward to the next leave year.

d For compulsory granting of annual leave to veterans if necessary for medical treatment, after sick leave is exhausted, follow the procedure outlined in paragraph X.

(V E)

2 Unearned Leave.

a Permanent and indefinite employees who do not plan to leave the service during the current leave year may, subject to administrative approval, be granted at any time the leave which will be earned during the leave year.

b Temporary employees may not be granted unearned annual leave.

c Unearned annual leave may be granted only with the expressed understanding that if it is not later earned during the remainder of the leave year in the case of permanent or indefinite employees, or during the pay period in the case of temporary employees, the employee will be required to make a cash refund for the unearned portion. (See exception in paragraph V K 2.)

3 Terminal Leave. When it is known in advance that an employee is to be separated, terminal annual leave may be granted only:

a For that amount of unused current accrued annual leave which would otherwise be lost.

b When fiscal conditions are such that a lump-sum payment, if made, would disrupt or materially retard normal administrative or program operations. This might be the case when the separation occurs near the close of the fiscal year and the amount of unobligated funds is not sufficient to permit the lump-sum payment to be made from current appropriations. In such cases, the amount of terminal annual leave granted shall not extend beyond the beginning of the fiscal year except for those cases where unused current accrued annual leave which would otherwise be lost extends beyond that date.

(V E 3)

c To the extent required to retain an employee on the rolls until the final date of separation where such date of separation is set by statutory, regulatory, or notice requirements, as in removals, reductions in force, retirements, etc.

F Charging Annual Leave. Approving Officers shall charge employees with annual leave for absence only on the days of the basic workweek upon which they would otherwise work and receive pay, and in no case in excess of 40 hours a week. They may excuse occasional unavoidable absence from duty of less than 1 hour for adequate reasons or handle such absence administratively by requiring additional work or by a charge against compensatory time credited to an employee as a result of overtime previously worked. If the privilege is abused, such absence and tardiness shall be handled by disciplinary action.

1 Minimum Charge. The minimum charge for annual leave shall be 1 hour. Additional leave will be charged in multiples of 1 hour.

2 Computation of Leave Charges. Leave charges for each day shall be computed separately; for example, an absence from work for 1-1/2 hours before the close of business one day and an absence of 1/2 hour the following morning may not be combined to make a charge of 2 hours. The charge will be for 2 hours and 1 hour respectively. If, however, an employee is absent 1-1/4 hours in the morning and 3/4 hour in the afternoon of the same day, the total charge would be 2 hours.

3 Legal Holidays. Holidays on which employees are authorized to be absent without a charge to annual leave are as follows:

New Year's Day - January 1
Washington's Birthday - February 22
Memorial Day - May 30
Independence Day - July 4
Labor Day - First Monday in September
Veterans Day - November 11

Thanksgiving Day - Fourth Thursday
in November
Christmas Day - December 25
Any other day declared a holiday
by Federal statute or Executive
Order

AGRICULTURAL ECONOMICS CIRCULAR No. 101

(V F 3)

The following rules shall apply when a holiday falls outside the employee's regular workweek:

a When a holiday falls on Sunday, an employee whose basic workweek does not include Sunday shall be excused from work on the next workday of his basic workweek.

b When a holiday falls on Saturday, an employee whose basic workweek does not include Saturday shall be excused from work on the last workday of his basic workweek immediately preceding the holiday.

c When a holiday other than Labor Day or Thanksgiving falls on a regular weekly nonworkday other than Sunday, an employees with a basic workweek of not more than five days, other than Monday through Friday, shall be excused from work on the immediately preceding workday of his basic workweek when a holiday other than Labor Day or Thanksgiving occurs on a regular weekly nonworkday other than that administratively scheduled in lieu of Sunday.

d When a holiday falls on a nonworkday administratively designated as a nonworkday in lieu of Sunday, the responsible administrative officer shall designate the day that will constitute the "regular" weekly nonworkday in lieu of Sunday for any employee whose basic workweek includes Sunday. Any such employee shall be excused from work on the next workday of his basic workweek whenever a holiday falls on the day that has been administratively scheduled as his regular weekly nonworkday in lieu of Sunday.

e When Labor Day or Thanksgiving falls outside the employee's basic workweek, an employee whose basic workweek does not contain Labor Day or Thanksgiving Day shall be excused from work on the next workday of his basic workweek following the occurrence of either of these holidays.

4 Inauguration Day. January 20 every fourth year after 1957 is a legal holiday in the Metropolitan Area of D. C., only, including D. C., Montgomery and Prince Georges Counties in Maryland, Arlington and Fairfax Counties in Virginia, and the cities of Alexandria and Falls Church, Virginia. Whenever January 20 falls on Sunday, the next succeeding day selected for public observance of the inauguration of the President of the United States shall be considered the legal holiday.

(V F)

5 Local Holidays. Employees may not be excused from duty on local, State, and Territorial holidays, and national holidays of foreign countries without a charge to annual leave except when the local celebrations or observance of the holidays involve the closing of buildings in which Agricultural Economics employees work or withdrawal of facilities essential to the performance of official work. When it is necessary to excuse employees from duty under such circumstances such days would be considered "non-workdays established by administrative order" and not chargeable as annual leave to employees in the field offices involved. A statement of the necessity for closing the office shall be furnished the Division of Personnel in all cases where employees are dismissed under these circumstances.

6 Non-Work Days Established by Executive Order or Administrative Order. Any employees in an annual leave status shall not be charged leave on days on which all employees are excused from the performance of their duties because a non-workday has been established by Executive Order or Administrative Order. (This shall not apply to alien or native employees outside the Continental U.S., or to experts and consultants compensated at per diem or per hour rates.)

7 Civil Service Examinations. Absence requested by employees to take open competitive civil service examinations is a charge to annual leave, if available, otherwise leave without pay.

8 Outside Training. When an employee engaged in full-time outside training at Government expense does not attend a scheduled class on a day when classes are held, for reasons not properly chargeable to sick leave, he shall be charged one hour of annual leave for each such class he does not attend. If he is unable to attend classes due to closing of the training institution for other than extended periods such as Christmas and Easter holidays, or between semesters, he shall not be charged leave for such days on which he is prevented from attending classes.

9 Hazardous Weather Conditions.

a Dismissals. Where appropriate State or local authorities declare that weather conditions are extremely hazardous so that to reduce hazard and traffic congestion it is determined necessary to limit driving except for most extraordinary need, and/or to excuse employees in the affected area from work prior to regular opening hours of work, and/or dismiss employees in the affected area prior to regular closing hours, the following rules for granting and charging leave shall be observed:

(V F 9 a)

(1) Excusal Prior to Regular Opening Hours of Work.

(a) Employees who are on scheduled annual leave shall be charged for the full day.

(b) Employees who have been advised in advance by their agency that they will be expected to be at work regardless of weather conditions because they are engaged in services which cannot be suspended or interrupted and who do not report for duty shall be charged leave for the full day.

(c) Employees who can be spared; ie, employees other than those referred to in (b) above, who are not on scheduled annual leave, shall not be charged leave for any part of the day.

(2) Dismissal Prior to Regular Closing Hours of Work.

(a) Employees who are on scheduled annual leave shall be charged for the full day.

(b) Employees not on scheduled annual leave who do not report for duty shall be charged annual leave from the regular starting hour to the time employees on duty who can be spared are dismissed.

(c) Employees who do report for duty but who leave prior to the time of administrative dismissal shall be charged leave from the time of departure to the time of administrative dismissal.

b Inability of Employee to Report for Duty Due to Hazardous Weather Conditions. This situation applies only to employees headquartered outside the Washington, D. C. metropolitan area, and differs from (a) above in that it is for application when the office has not been closed and is not affected by hazardous weather conditions but an employee is.

(V F 9 b)

When an appropriate State or local authority publicly declares that the weather conditions in the area are extremely hazardous and it is necessary to limit driving except for most extraordinary need and such employee is thereby unable to report for duty at his place of employment, he shall be excused from the performance of his duties without charge to leave, provided he was not on scheduled annual leave.

c Washington, D. C. Area. When hazardous weather conditions in the Washington, D. C. area require dismissal of employees, dismissal will be automatic. Advice will be furnished to Agricultural Economics employees by the Director, Division of Personnel, through the Administrative Officers. In view of the automatic features of this policy, calls to transit lines, the Office of Personnel, other offices responsible for communicating dismissal messages or to other Federal agencies, to question whether dismissal is imminent shall not be made to avoid congestion on telephone lines and waste of manpower. When hazardous conditions exist or develop before regular working hours and it is deemed essential to close Federal activities in the Washington, D. C. area, except those engaged in services which cannot be suspended or interrupted, notice will be given immediately by radio, television, and the press.

G Lump-Sum Payments.

1 When Made. Under the provisions of the Lump-Sum Leave Act, lump-sum payment for annual leave is made upon:

a Death.

b Separation from the Government service for one or more workdays.

c Transfer to the following positions to which leave is not transferable:

(1) Part-time positions for which no regular tour of duty has been established.

(V G 1 c)

(2) Temporary positions for construction work at hourly rates.

(3) Positions in the Senate and House of Representatives.

(4) Positions in any corporation under the supervision of the Farm Credit Administration if any member of the Board of Directors of the corporation is elected or appointed by private interests.

2 Basis of Lump-Sum Payment. Lump-sum payment shall equal the compensation that an employee would have received had he remained in the service until the expiration of the period which such leave would have covered except that the lump-sum payment shall not exceed compensation for leave in excess of thirty days or the number of days carried over at the beginning of the leave year, whichever is greater. Any current year's annual leave which is unused at the date of separation which cannot be included in the lump-sum payment shall be forfeited except that if an employee dies in service lump-sum payment for all annual leave to his credit at time of death will be made to his survivor. The period of leave covered by the lump-sum payment will begin with the first scheduled work day following the separation and end on the day and hour on which the leave is exhausted.

3 When Not Made.

a When the tour of duty of a career-conditional employee is changed to intermittent without a regularly scheduled tour of duty (such as student trainee), such employee continues to hold the same appointment and therefore may not be paid a lump sum for his annual leave, which must remain to his credit until he is changed back to full time.

b If an employee transfers to a cooperative position in which annual leave is earned under a special leave system, any leave to his credit when he transfers is held in abeyance for recredit if he is later reemployed in a position under the Leave Act.

4 Deductions. Income tax deductions are made from lump-sum payments. The service covered by the lump-sum payment is not creditable service for retirement purposes, and retirement deductions are not taken from such payment.

(V G)

5 Refund of Lump-Sum Payments Upon Reemployment.

Whenever a former Federal employee who received a lump-sum payment is reemployed in any agency of Agricultural Economics prior to the expiration of the period covered by such payment, he must make a refund as indicated below:

a When Reemployment Is Under the Same Leave System.

In such cases, the refund must be made for the unexpired period UNLESS the reemployment is:

(1) On a part-time or intermittent basis without a regularly scheduled tour of duty.

(2) As a temporary employee engaged on construction work at hourly rates of pay.

The leave represented by the refund shall be reccredited to the employee in an amount equal to the amount of the refund. In no case shall the leave be reccredited to the employee until the full refund has been made. In all such cases, DP shall assure that the refund is promptly made.

b When Reemployment Is Under a Different Leave System. When reemployment is under a different leave system, refund must be made for that part of the unexpired portion of the period which will not exceed the maximum accumulation and accrual limitations of the leave system under which reemployed.

H Disposition of Annual Leave on Entrance into Military Service.

All employees who are granted military furlough without pay must submit a written request to DP through channels as to their election for the disposition of annual leave. This written request should accompany the copy of military orders.

1 For Member of Reserve Forces or National Guard. When a Reservist or National Guardsman enters into active military duty and is granted military furlough without pay, he may at his election:

(V H 1)

a Be paid in lump sum for all accumulated or current accrued annual leave subject to the lump-sum payment limitation shown in paragraph G 2 with any amount for which lump-sum payment cannot be made remaining to his account for recredit on return to duty. He may not elect to be paid part of his leave and have the balance remain to his credit, except for that portion for which lump-sum payment cannot be made. The election for payment of leave must extend to the full amount for which lump-sum payment is possible.

b Have his entire leave account remain to his credit until his return to civilian duty. Under this election the maximum limitation on the accumulation of leave for carryover purposes would not apply while he was in the military service, but would apply at the beginning of the leave year following the leave year in which he is restored to duty and reccredited with his leave.

c Be carried on the rolls in an annual leave status until both accumulated and accrued leave are exhausted prior to military furlough. If he requests to be carried on annual leave which will extend into the next leave year, the maximum leave accumulation provisions would apply.

2 For Employees Who Are Not Reservists or National Guardsmen. Employees who are not Reservists or National Guardsmen may not be carried on the rolls in an annual leave status after entering into military service. If these employees elect payment for annual leave, lump-sum payment must be made in accordance with paragraph 1 a above. They, therefore, have the election shown for Reservists under items 1 a and 1 b above, but do not have the election shown in 1 c.

I Recredit of Leave.

1 Reappointment. An employee who has received lump-sum payment for unused annual leave is given an appointment in Agricultural Economics prior to the expiration of the period for which lump-sum payment was made shall make a refund of an amount equal to the compensation covering the period between the date of reemployment and the expiration of such leave period and the amount of the leave represented by the refund shall be reccredited to his account.

(V I)

2 Return from Military Furlough. An employee who is returned to duty after military furlough in accordance with his reemployment rights shall have his leave account certified for credit or charge, as appropriate.

J Transfer of Leave.

1 Same Leave System. When an employee is appointed, reappointed, or transferred to another position under the Leave Act, either in the same or a different agency without a break in service, his annual leave shall be reccredited or charged to him in the new position.

2 Different Leave System. When an employee transfers between positions under different leave systems (except as noted herein) without a break in service, the annual and sick leave to his credit shall be transferred to the employing agency on an adjusted basis. Seven calendar days shall be considered equal to five work-days. This rule does not apply to transfers to:

- a Nonleave-earning part-time positions.
- b Temporary positions in construction work at hourly rates of pay.
- c Positions in the Senate and House of Representatives.

In such cases of transfer without a break in service, annual leave will be liquidated by lump-sum payment.

K Refund for Unearned Leave.

1 When Required. Employees who have been granted unearned annual leave during a leave year which is not subsequently earned during that year are required to make a refund for the unearned portion, except as follows: If the overdrawn leave is the result of a non-pay status due to illness or other personal emergency, the unearned annual leave may be charged as a debit at the end of the leave year in the account of a permanent or indefinite employee against leave earned in the following year, provided that:

- a The charge against next year's leave may not exceed one-half of the leave which will be earned in the following year.

(V K 1)

- b The charge against the next year's leave is not made for two years in succession.

Reimbursement for overdrawn leave during any leave year shall be made as soon as possible in the next leave year by cash refund or by payroll deduction. Where the financial condition of the employee justifies such action, payroll deductions may be made by installments, which, in no case, shall extend beyond the then current leave year. Refunds are made in accordance with leave regulations in effect at the time the advanced leave was taken and for the exact amount paid the employee for such advanced leave.

2 When Not Required. Refunds for unearned annual leave are not required under the following conditions:

- a When separated by death; retirement for disability; or when unable to return to duty because of disability, evidence of which is supported by a medical certificate.

- b When placed on military furlough with restoration rights, if such employee does not exercise his restoration rights and is separated, a refund is required. If such employee is reemployed in a position under the Leave Act not more than three years after separation from active military duty, and refund for advanced annual leave was not obtained, the leave account shall be reestablished as a charge in the new position.

VI SICK LEAVE

A General. In accordance with the following procedures, sick leave shall be granted to eligible employees when they are incapacitated for the performance of their duties by sickness, injury, or pregnancy and confinement; or for medical, dental, or optical examination or treatment; or when a member of the immediate family of the employee is afflicted with a contagious disease and requires the care and attendance of the employee; or when, through exposure to contagious disease, the presence of the employee at his post of duty would jeopardize the health of others. NOTE: For the purpose of this regulation "contagious disease" means an illness that is ruled subject to quarantine, isolation, or restriction of movement of the patient by the local health authority.

(VI)

B Accrual.

1 Full-Time Employees.

a In Pay Status. Full-time employees shall accrue 4 hours of sick leave each full biweekly pay period they are in pay status, including leave with pay, whether or not there is a return to duty.

b In Nonpay Status. Sick leave shall not accrue as follows:

(1) For a biweekly pay period which includes nonpay status from which there is no return to duty.

(2) For periods in pay status of less than a full biweekly pay period where the employee enters or leaves the service during such biweekly pay period.

(3) During a period of nonpay status because of illness or disability during which payment is made by the Bureau of Employees' Compensation.

(4) Reductions in sick leave credits are required at the rate of 4 hours whenever nonpay status totals 80 hours. Any nonpay status hours which are not used for reduction purposes at the end of the leave year are dropped at the end of that year.

2 Part-Time and Intermittent Employees With Regular Tours of Duty. Such employees shall accrue 1 hour of sick leave for each 20 hours in a pay status. Hours in excess of 40 in any administrative workweek shall be disregarded.

C Credit of Sick Leave. The credit for sick leave to full-time employees shall be given at the beginning of each biweekly pay period. The credit for sick leave to part-time and intermittent employees shall be given when earned.

D Accumulation of Sick Leave. The unused sick leave earned by an employee shall accumulate without limitation.

(VI)

E Granting Sick Leave.

1 An employee who is absent on account of sickness shall notify his supervisor as early as practicable on the first day of such absence or as soon after as possible.

2 Verbal approval of sick leave for medical, dental, or optical examinations or treatment must be obtained prior to the beginning of the leave.

3 Sick leave of 3 days or less must be supported by the employee's certificate on the time and attendance report or by certificate on SF-71, filed within the pay period after return to duty.

4 Sick leave of more than 3 days or when otherwise requested by the supervisor must be supported by a medical certificate, filed within 15 days after return to duty, except that in special cases where the services of a physician are not obtained, a statement by the employee on the reverse of SF-71 relating the nature of the illness and why the services of a physician were not obtained may be accepted in place of a medical certificate.

5 An employee who is to be separated or placed in a leave-without-pay status primarily because of incapacity for duty due to ill health or maternity is entitled to be granted all accumulated and current accrued sick leave, provided an application is made for such sick leave and is supported by the certificate of the physician.

6 If an employee dies, accrued or advanced sick leave may be approved without application for a period of illness immediately preceeding death when the death resulted from such illness or disability.

F Advanced Sick Leave. Employees may be granted up to but not in excess of 30 days unearned sick leave under the conditions and limitations which follow. Sick leave may be advanced regardless of whether or not an employee has annual leave to his credit.

1 In cases of serious disability or ailment, or when the need of a situation makes it necessary, sick leave not in excess of 30 days may be advanced to an employee whose appointment is not limited.

(VI F)

2 An employee holding a limited appointment which is to expire on a specified date may be advanced only the amount of leave which will accrue during the complete pay periods in the current month provided the termination date of his appointment is later.

3 A probationary employee or an indefinite employee serving a trial period may be advanced sick leave not in excess of that which will accrue during the remainder of his probationary or trial period.

4 Advanced sick leave may not be granted to an employee who is not himself ill. It may not be granted to an employee to take care of a member of his immediate family.

5 Advanced sick leave may not be granted if it is known that an employee does not contemplate a return to duty except where application for disability retirement has been made and approval thereof has not been received from the CSC.

6 Advanced sick leave may not be granted after disability retirement has been approved by the CSC and official notice has been received.

7 Advanced sick leave may not be granted after an employee has received a notice of separation or furlough by reduction in force. If the employee has been granted advanced sick leave prior to receipt of a reduction-in-force notice, the grant shall be curtailed after the employee receives the notice.

8 Advanced sick leave may be granted upon the employee's oral application. Upon his return to duty he shall submit an SF-71 to his approving officer and a medical certificate if the leave is in excess of 3 days.

9 Advanced sick leave is charged against subsequently earned sick leave.

G Charging Sick Leave. Employee shall be charged with sick leave only for absence on days of the basic workweek upon which they would otherwise work and receive pay and in no case in excess of 40 hours per week.

(VI G)

1 Minimum Charge. The minimum charge for sick leave is 1 hour and any additional leave shall be charged in multiples of 1 hour.

2 Computation of Leave Charges. Sick leave absences may not accumulate from day to day for the purpose of charging units of hours. For example, an employee absent 1-1/2 hours ending at the close of business one day and 1/2 hour at the beginning of business on the following day shall be charged 2 hours' sick leave the first day and 1 hour the following day. However, should an employee be absent 1-1/2 hours in the morning and 1/2 hour in the afternoon of the same day, he shall be charged only 2 hours' leave for that day. An absence of 1-1/2 hours in the morning and 3/4 hour in the afternoon of the same day would result in a charge of 3 hours.

3 Travel Time, Medical, or Dental Care. If it is necessary, due to lack of facilities in the local area, for an employee to travel outside the local area to obtain dental care and/or medical examination or treatment, the travel time involved may be charged as sick leave.

4 During Period of Annual Leave. When illness occurs within a period of annual leave, the period of illness may be charged as sick leave, subject to supporting evidence. Applications for such substitution shall be made within the pay period in which the employee returns to duty or within 30 days after the illness occurs, whichever is earlier.

5 Holidays. There shall be no charge for sick leave on holidays.

H When Sick Leave Is Not Available. Any period properly charged to sick leave which cannot be covered by accumulated, accrued, or properly advanced sick leave shall be charged at the employee's request to annual leave, if available, or leave without pay.

I Transfer and Recredit of Sick Leave.

1 Appointment, Reappointment, Reemployment, or Transfer. When an employee is appointed, reappointed, reemployed, or transferred to another position under the Leave Act with no break in service or a break of less than 3 years, his sick leave shall be transferred for charge or credit. Sick leave may not be transferred when employees secure temporary employment within a furlough period.

(VI I)

2 Reemployment of Veterans. Any employee who leaves or has left a position under the Leave Act to enter active military service and is reemployed in a position under the Act shall have his sick leave account certified for credit or charge: Provided he is reemployed without a break in service of more than 3 year after separation from military service.

3 Upon Restoration After Appeal. Any permanent employee who is restored to a position as a result of appeal under Section 14 of the Veterans' Preference Act of 1944, or as a result of formal appeal under any other authority or procedure, shall have the sick leave in his account at time of restoration certified for credit or charge.

J Refunds for Advanced Sick Leave. Employees must make a refund for unearned sick leave upon separation from the service, except that a refund is not required under the following conditions:

1 When separated by death; retirement for disability; or when unable to return to duty because of disability, evidence of which is supported by a medical certificate.

2 When placed on military furlough with restoration rights. If such employee does not exercise his restoration rights and is separated, a refund is required. If such employee is reemployed within 3 years after discharge from military service in a position under the Leave Act and the refund for advanced sick leave has not been obtained, the leave account shall be reestablished as a charge in the new position.

VII LEAVE WITHOUT PAY

A General. Leave without pay is nonpay status requested by the employee and should not be confused with furlough without pay which is nonpay status imposed by the agency. Leave without pay may be granted administratively by the supervisor for a period not to exceed 30 calendar days. Leave without pay in excess of 30 days is considered extended leave without pay and may be granted only with prior approval of the Division of Personnel. Requests for leave without pay or extensions thereof should be examined carefully and should be granted only if it adheres to the policies and standards outlined herein.

(VII)

B Notice About Unemployment Compensation. SF-8, Notice to Federal Employee about Unemployment Compensation, shall be issued to each employee as soon as he is on leave without pay for seven consecutive days. (See Agricultural Economics Circular No.)

C Extended Leave Without Pay.

1 Policy. It is the policy of Agricultural Economics to grant extended leave without pay (leave without pay for more than 30 calendar days) only when it is for the benefit of the Department and for the welfare of the employee. Except when action is pending on an employee's application for disability retirement or disability compensation or in the case of veteran requiring medical treatment, there must be a commitment by the employee that he will return to duty with the agency upon expiration of the leave without pay. Agricultural Economics will be liberal in granting extended leave without pay in the cases listed below. Prior approval of the Division of Personnel must be obtained for all leave without pay in excess of 30 days.

a For disabled veterans who require medical treatment under conditions outlined in paragraph X of this circular.

b For employees being paid disability compensation unless it is known that they are permanently disabled for performance of their duties.

c For illness, if medical or other evidence is obtained to attest to the fact that the illness exists, unless such evidence shows that the employee will not return to duty. Such leave without pay may be granted for an initial period of 6 months and may be extended for periods of 6 months or less, the total not to exceed 2 years.

d For maternity leave, when there is evidence that the employee will return to duty. (See paragraph VIII)

(VII c 1)

e To attend school if the research or course of study to be pursued will result in increased job ability applicable to work of the Department. If the employee is a veteran attending, or who is to attend, an educational institution under provisions of the G.I. Bill of Rights a liberal policy will be applied even though his course of study is not directly related to the activities of the Department.

f To teach at a college or university if such teaching will give the employee additional experience and training of value to the Department or in some other way further the interests of the Department.

g To work in a non-Federal public (except public international organization - see subparagraph h below) or private enterprise where the work is temporary and the following provisions are met:

- (1) The activity in which the employee is to be engaged is one of special interest to the Department and will result in increased job ability applicable to the work of the Department.
- (2) The doing of such work does not involve the use of information secured as a result of employment in the Department to the detriment of the public service.
- (3) That such employment does not tend to cause criticism or embarrassment to the Department.
- (4) That the employee is not accepting office in organizations nor permitting the use of his name in advertising matter of organizations commercializing the results of research work conducted by the Department, irrespective of any merits which such enterprises may appear to possess.

(VII c 1)

h For short-time (90 days or less) missions to public international organizations where the employee has highly specialized qualifications and is to be engaged in organizing programs or in consultation work.

i When denial of leave without pay would result in severe personal hardship to the employee and the Department is interested in his retention.

j To protect the employee's status:

(1) Pending final action by the Civil Service Commission on a claim for disability retirement after all sick leave and annual leave has been used.

(2) Pending final action by the Bureau of Employees' Compensation on a claim for disability compensation resulting from employment-connected disease or injury.

2 Procedure for Approval.

a Application by Employee. Employees shall apply for extended leave without pay in writing and except in emergencies shall obtain approval therefor in advance of taking. Written request shall show the reasons for which the leave without pay is requested, the duration thereof, and shall include a certification of intent to return to duty. If leave without pay is requested because of illness or maternity, the request shall be accompanied by a certificate from the physician showing the nature and extent of illness and the approximate time the employee can reasonably be expected to return to duty status.

b Action by Division.

(1) When the supervisor receives a request for extended leave from an employee he shall forward such request, together with his recommendation for approval or disapproval through channels to the officer responsible for the submission of SF-52, Recommendation for Personnel Action.

(VII C 2 b (1))

If the leave without pay is recommended by the Division, SF-52 shall be prepared and submitted to DP (one extra copy shall be submitted to DBF). The written request from the employee, together with all pertinent attachments such as physician's certificate, shall be attached to the SF-52.

(2) If the recommended leave without pay is an extension of a period of leave without pay of 30 days or less granted administratively, the effective date shown on the SF-52 shall be the first day in nonpay status of the administratively approved leave without pay. However, when it is known that leave without pay is to extend for more than 30 days, no portion thereof should be granted administratively.

c Action by DP. The Division of Personnel shall determine whether the leave may be granted under the Department's policy and regulations, and either approve or disapprove the leave, notifying the Division accordingly. If the absence is approved, SF-50 will be prepared.

D Charging Leave Without Pay.

1 Minimum Charge. One hour shall be the minimum charge. Additional time shall be charged in multiples of 1 hour.

2 Holidays.

a A charge of leave without pay is made for a holiday occurring within a period of leave without pay.

b A charge of leave without pay is not made for a holiday which immediately precedes leave without pay.

c If an employee returns to duty at the beginning of business the day following a holiday prior to which he was on a definite period of leave without pay, administratively approved in advance, no leave without pay charge shall be made for the holiday.

(VII D)

3 Part of a Day. Where leave without pay begins at an hour after the beginning of a workday, the total period of nonpay status would be the difference between the number of hours in the workday, exclusive of the lunch period, less the number of hours in a duty status.

E Substitution of Annual Leave for Leave Without Pay.

1 Annual leave in the amount standing to the employee's credit when he went on leave without pay may be substituted for a period of leave without pay as follows:

a If an employee is suspended from duty and the suspension is later determined to have been unjustified.

b If leave without pay is charged because an employee is not aware (because of administrative error or a misunderstanding) that he had annual leave which could have been used.

2 Annual leave which is earned and credited at the end of the 90-day qualifying period may not be substituted for leave without pay occurring during the qualifying period.

F Refunds for Annual or Sick Leave Granted But Not Subsequently Earned. Where a refund is made to cover granted annual or sick leave, leave without pay shall be charged for the same dates. However, such leave without pay shall not be considered as nonpay status for the purpose of leave reduction.

VIII MATERNITY LEAVE

A General. Maternity leave is a period of approved absence-annual leave, sick leave (including advanced sick leave), leave without pay, or a combination thereof- for reasons of pregnancy and confinement. A request for maternity leave by an employee must be supported by a medical certificate showing the expected date of delivery.

1 Usual Period of Absence. The usual period of maternity leave is 14 weeks beginning not later than 6 weeks before the expected date of delivery and ending 8 weeks after delivery.

(VIII A)

2 Less Than Usual Period of Absence. Administrative decision to permit an employee to work longer than would allow 6 weeks before delivery or to return to work prior to 8 weeks after delivery shall be the responsibility of the supervisor and shall be made only after presentation of a certificate from the attending physician that the employee is able to work for the additional time involved.

3 More Than Usual Period of Absence. If an employee requests leave earlier than 6 weeks prior to delivery or for a longer time than 8 weeks after delivery, such request shall be supported by a physician's certificate of incapacity. If extended leave for other than physical incapacity of the employee is involved, the instructions for granting the particular leave (annual, sick, or leave without pay) as outlined in the appropriate paragraph of this instruction, should be followed.

B Approval of Leave. Maternity leave may be granted under the following conditions by the approving officer in accordance with granting leave in paragraphs V, VI, and VII, respectively when the employee indicates an intention of returning to duty except that DP approval must be obtained if the amount of leave without pay will exceed 30 days (see paragraph VII E) or if the total period of maternity leave requested exceeds 14 weeks.

C When an Employee Does Not Plan To Return to Duty, she shall be granted only accumulated sick leave, (if appropriate medical certificate is presented) plus such accrued annual leave as cannot be paid for in lump sum. Advanced sick leave or leave without pay shall not be granted. She should submit her resignation to be effective on the last day in duty or leave with pay status.

IX OFFICIAL LEAVE

A General. Except as otherwise indicated, employees who are on authorized absence from work for reasons stated in this section are entitled to official leave with pay without a charge to annual or sick leave. If, during a period of annual leave, employees participate in activities for which they would be granted official leave, the time that they are actually engaged in the activity shall be charged to official leave. The amount of official leave granted shall not exceed the maximum prescribed for the particular activity.

(IX)

B Court Leave.

1 Jury Service.

a Policy for Releasing Employees. Any employee of Agricultural Economics summoned for jury service in any court should appear in accordance with the terms of the summons. However, if the jury service will interfere substantially with the welfare of the Department as regards the duties of the employee, the supervisor of the employee shall send a request including full justification for recommending an exemption and pertinent information about the summons through administrative channels to DP for advice as to whether the Department may ask for an exemption. DP will, at its discretion, obtain advice and assistance of the Office of the General Counsel, and advise the Division.

b Granting Official Leave With Pay. When a career, career-conditional, or indefinite employee with a regular scheduled tour of duty is called for jury duty, he may be excused without a charge against leave for the period of such service. However, if an employee is in a leave without pay status when called for jury duty, he may not be granted court leave since such leave is available only to employees who otherwise would be in duty or authorized leave with pay status.

(1) A "term" or "period" of jury service is the time from the date stated in the summons on which the employee is required to report to the court to and including the date on which he is discharged by the court except for periods during which an employee is excused from jury duty for 1 day or a substantial portion thereof. In such case the employee would be expected to return to duty unless his return would work a hardship on him because of the distance of the court from his residence or place of duty or unless he was assigned to night work. If the employee does not return to duty when he is excused from jury service for a day or a "substantial" portion thereof, he shall be charged annual leave.

(IX B 1 b)

(2) The pay status of any employee whose date of furlough or separation has been set by notice to him shall not be extended for the purpose of granting leave of absence with pay for jury service.

c Employees Not Eligible for Official Leave for Jury Duty. Temporary or intermittent employees are not entitled to official leave for jury duty. Temporary employees called for jury duty shall be charged annual leave if available or leave without pay for the period of such service.

2 Witness Service. When an employee is summoned as witness in the following instances, he may be excused without charge against annual or sick leave. An employee who serves as a witness must furnish evidence of his attendance to be attached to his Time and Attendance report.

a To attend court as a witness on behalf of the United States, or of the Government of the District of Columbia, the court may be a State, Federal, or District of Columbia Court.

b In private litigation or on behalf of some party other than the Government, if the value of the employee's testimony arises from his official capacity and he is subpoenaed solely because of, and to testify in, that capacity.

c Before the Civil Service Commission on summons by that body.

d At an oral hearing before a performance rating board of review, if the employee's testimony is desired by that body.

NOTE: Temporary employees who are called as witnesses for the United States, in either their official capacity or otherwise, are entitled to regular compensation for the periods of witness; the distinction between jury service and witness service being that the latter is of comparatively short duration and would not defeat the purpose of the temporary employment nor dissipate the funds available for such employment as prolonged periods of jury duty would.

(IX B)

3 Evidence Required. Upon return to duty the employee must present a jury-duty certificate signed by an officer of the court which shall accompany the Time and Attendance report to DBF on which the official leave is shown. If a certificate is not available, the Time and Attendance report shall include a statement to that effect indicating the information normally shown on the certificate.

C Leave for Civil Service Examinations. Employees shall be granted official leave for a period necessary to complete an examination in the following cases:

1 If the examination is for the position the employee now occupies.

2 If the examination is for a position to which transfer, promotion, or reassignment is recommended by the Department.

D Leave for Physical Examinations.

1 At Departmental Request. If an employee is ordered by the Department to undergo a physical examination to determine his physical or mental fitness to continue to perform his duties, he shall be given official leave for the time necessary to complete the examination.

2 For Military Purposes. An employee who is required to take a physical examination in connection with induction or enlistment in the Armed Forces shall be given official leave for the time necessary to complete the examination. A copy of the orders shall be furnished. Members of the reserve who are recalled to active duty are placed in pay status with the branch of the Armed Forces for the time required to take the examination and shall not be granted official leave for that purpose.

E Voting Leave.

1 General.

a As a general rule, where polls are not open at least three hours before or after an employee's regular hours of work, he may be granted an amount of official leave which will permit him to report for work three hours after the polls open or leave work three hours before the polls close, whichever requires the lesser amount of time off.

(IX E 1)

b Under exceptional circumstances where the general rule does not permit sufficient time, an employee may be excused for such additional time as may be needed to enable him to vote, depending upon the particular circumstances in his individual case, but not to exceed a full day.

c If an employee's voting place is beyond normal commuting distance and vote by absentee ballot is not permitted the employee may be granted sufficient time off to make the trip to the voting place to cast his ballot. If more than one day is required, a liberal policy shall be followed in granting the necessary leave for this purpose. Time off in excess of one day shall be charged to annual leave, if available, or leave without pay.

2 Washington, D. C. Employees. Voting leave may be granted to employees who work in the Washington, D. C., Metropolitan Area and who reside in one of the political subdivisions listed below as follows:

<u>Political Subdivision</u>	<u>Poll Hours</u>	<u>Where Hours of Duty are 9-5:30</u>	<u>Where Hours of Duty are 8-4:30</u>
Arlington County	Election Day 6:00 a.m. to 7:00 p.m.	None	1 hour
	Primary-6:00 a.m. to 7:00 p.m.	None	1 hour
Fairfax County	Election Day-6:00 a.m. to 7:00 p.m.	None	1 hour
	Primary-6:00 a.m. to 7:00 p.m.	None	1 hour
Alexandria County	Local Election-6:00 a.m. to 7:00 p.m.	None	1 hour
Montgomery County	7:00 a.m. to 7:00 p.m.	1 hour	1 hour
Prince Georges County	7:00 a.m. to 7:00 p.m.	1 hour	1 hour

AGRICULTURAL ECONOMICS CIRCULAR No. 101

(IX E 2)

Where justified by exceptional circumstances, additional time may be granted in accordance with paragraph E 1 b above.

Information as to voting time permitted for other political subdivisions in which employees headquartered in the Washington, D. C. Metropolitan area live, may be obtained from the Division of Personnel.

3 Leave for Registration. Time off to register, if registration is required to be in person, may be granted on substantially the same basis as for voting, except that no time off shall be granted if registration is within reasonable one-day round trip travel distance of the employee's place of residence.

F Leave for Military Funeral Ceremonies. Employees who are veterans of any war, campaign or expedition (for which a campaign badge is authorized), or members of honor or ceremonial groups of organizations of veterans shall be granted official leave for time off without charge to leave or loss of pay for not to exceed 4 hours in any 1 day to enable them to participate as active pallbearers or as members of firing squads or guards of honor in funeral ceremonies for members of the Armed Forces whose remains are returned from abroad for final interment in the United States.

G Leave for Draft Registration. Employees who were born after 9-19-30 shall be granted official leave for sufficient time to permit draft registration. They may register on the day they attain 18 years of age or within 5 days thereafter. They may submit to registration before a board having jurisdiction in the area of their permanent home or in any area in which they may happen to be on the day they are subject to registration.

H Leave for Blood Donations. Employees making a donation of blood without charge shall be excused from work without a charge to annual or sick leave for a period not to exceed 4 hours for that purpose including subsequent rest and recuperation. The absence must be approved in advance by the supervisor or head of the office.

I First Aid Training. Employees who are designated to take first aid training will not be charged with leave to attend such classes.

(IX)

J Civil Defense Activities. Employees who are assigned to participate in State and local civil defense activities in cooperation with State and local civil defense officials in pre-emergency training programs and test exercises, may be granted official time for this purpose.

K Change of Official Station. Non-temporary employees who are making a change of official station in the interest of the Government which will necessitate relocation of family residence may be granted sufficient time off without charge to leave or loss of pay, not to exceed 40 hours, to enable them to make necessary pre-and post-moving arrangements incident to such change.

X MILITARY LEAVE WITH PAY

A General. Military leave with pay shall be granted to eligible employees who are members of the National Guard or reserve components of the Armed Forces up to a maximum of 15 days in any calendar year without a charge to annual leave. No more than 15 days military leave may be granted for any one period of active duty, whether in one or more calendar years. No more than 15 days military leave may be granted in any one calendar year regardless of the number of times the employee may be called for training or duty.

B Employees Eligible for Military Leave. Military leave with pay may be granted only to permanent and temporary indefinite employees of the Department in the following categories who are members of the National Guard when ordered to active duty with the National Guard, or the various reserve components of the Armed Forces when called into active duty with any component of the Armed Forces.

- 1 Career or Career-Conditional.
- 2 Temporary pending the establishment of a register (TAPER).
- 3 Indefinite appointees under Schedules A or C.

C Additional Provision for Military Leave for National Guard. National Guard who are ordered for active duty or duty for field or coast defense training may be granted not to exceed 15 days military leave. Any additional absence for this purpose would be charged to annual leave or leave without pay.

(X)

D Additional Provision for Military Leave for D.C. National Guard. In addition to the military leave provided in paragraph IV B above, D. C. National Guard may be granted military leave for all days of any parade or encampment or other service to which ordered by proper authority.

E Employees Not Eligible for Military Leave. The following employees are not eligible for military leave:

1 Employees who are not members of a reserve component of the Armed Forces or of the National Guard.

2 Employees serving under appointment limited to 1 year or less, and those serving on a part-time or intermittent basis. When employees who are not eligible for military leave are granted time off for military training or duty, they may be carried in an annual leave or leave without pay status (if in a leave earning capacity), otherwise in a nonpay status.

F Charging Military Leave. Military leave is charged on a calendar day basis; ie, nonwork days occurring within a period of military leave are charged against the 15-day limit. Nonwork days occurring at the beginning or end of a period of military leave are not a charge against the military leave; for example: If an employee whose usual workweek is Monday through Friday is called to training or duty Saturday, March 31, his military leave charge starts Monday, April 2, but includes the following Saturday and Sunday. Military leave would, in that case be granted from April 2 through April 16, inclusive.

G Copy of Military Orders. Employees must furnish a copy of their military orders in support of request for military leave.

XI LEAVE FOR VETERANS

Disabled veterans must be granted sick leave (or annual leave or leave without pay if sick leave is not available) in order that they may obtain medical treatment, provided all of the following requirements are fulfilled:

A The veteran presents an official statement from a properly licensed medical practitioner or officer of a Government hospital that treatment is necessary.

(XI)

B He notifies his supervisor far enough in advance to permit the making of arrangements for carrying on work in his absence.

C He states in the notice to his supervisor the days on which he expects to be absent and the number of hours that will be required.

XII ABSENCE WITHOUT LEAVE (AWOL)

Employees who are absent from duty without authorization and whose absence is not approved retroactively by the granting of sick or annual leave, place themselves in a nonpay status termed "absent without leave" to distinguish it from "leave without pay," and may not be paid for the period of such absence. Approving officers may record absences of this type for a period of not to exceed 20 work days on Time and Attendance reports as AWOL and shall report such absence to DP for determination as to whether disciplinary action is indicated. Employees who fail to return to duty after a period of approved leave, or are absent from duty without authorization for more than 15 workdays (holidays included) and who fail to contact their supervisors may subject themselves to separation because of abandonment of position or other disciplinary action.

XIII INVOLUNTARY LEAVE

Involuntary annual or sick leave or leave without pay may be required only under the following circumstances, and may be imposed only after approval has been obtained from the Division of Personnel.

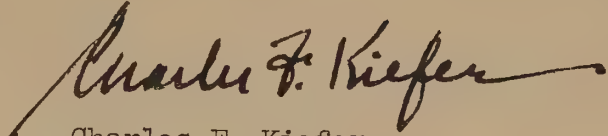
A When it has been determined that an employee is physically or mentally unfit for retention in his position, and he is being recommended for disability retirement.

B In emergency situations in which, because of illness or mental or emotional disturbance, he is not ready, willing, and able to perform the duties of his position, while decision is reached as to further action. However, after charges looking to removal have been preferred, the employee must be retained in active duty status if ready and able to perform his duties.

AGRICULTURAL ECONOMICS CIRCULAR No. 101

XIV COMPENSATORY TIME

For regulations concerning compensatory leave, see Agricultural Economics Circular No. 87, Overtime.

A handwritten signature in dark ink, reading "Charles F. Kiefer". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

July 11, 1962

To : All Divisions and Offices,
Washington, D. C. and Field

From : Charles F. Kiefer, Executive Director,
Management Operations Staff

Subject: Issuance of SF-8, Notice to Employees about Unemployment
Compensation

Transmitted herewith is Agricultural Economics Circular No. 102 on
the above subject.

Particular attention is called to paragraph IV A 2, page 2 of the
circular which requires that the first time an intermittent (WAE)
employee is in nonpay (nonwork) status following the date of his
appointment he must be given an SF-8. This provision applies to all
WAE employees including Enumerators employed under Letter of
Authorization.

Attention is also called to paragraph VI which requires that the
issuance of SF-8 be reported on SF-52, SF-50-A, or MOS-276, Time
and Attendance Report. Since leave without pay is often taken
in periods of less than 30 days, and no SF-52 is required unless
the leave without pay exceeds 30 days, the report that SF-8 is
issued should be included on the Time and Attendance Report for all
leave without pay cases regardless of whether SF-52 is submitted.
Therefore, the report need not be included on SF-52 for leave with-
out pay cases.

The reports required in paragraph VI B may be submitted for those
WAE employees presently on the rolls, as follows:

1 If the employee has already been issued SF-8 for his
first period of nonpay status under his current appointment, another
SF-8 will not be required until he is separated. However, the
first Time and Attendance Report that is issued for him after receipt
of this memorandum should include the statement "SF-8 issued" followed
by the date the SF-8 was issued, if known.



2 If the employee has never been issued SF-8 and is currently working, one should be issued to him the first time he is in nonpay status, as required in paragraph IV A 2, and the report of its issuance should be included on the Time and Attendance Report' covering the pay period during which the SF-8 is issued. This should be done even though the employee may have previously been in nonpay status if SF-8 was not previously issued.

3 If the employee is currently in nonpay status and SF-8 has not been issued, SF-8 should be issued immediately, and the report included on the next Time and Attendance Report submitted for him.

Charles F. Kiefen

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 102

Unemployment Compensation

I PURPOSE

This Circular explains the unemployment insurance protection afforded Federal civilian employees, issuance of SF-8, Notice to Federal Employees about Unemployment Compensation, and related procedures.

II EMPLOYMENT AND EMPLOYEE COVERAGE

A General. Most employment in agencies of Agricultural Economics is considered covered employment for purposes of unemployment compensation. Covered employment is called "Federal service" for this purpose. Full eligibility for unemployment compensation is dependent on the various State compensation laws. To be entitled to unemployment compensation an employee must have performed Federal service to a substantial extent within a base period specified under the applicable State law.

B Employees Not Covered. Non-citizen employees serving outside the United States; employees paid on a contract or fee basis; employees receiving \$12 or less per annum; employees serving on a temporary basis in emergencies, such as fire, storm, earthquake, flood, etc.; or cooperative employees whose service is not creditable for retirement purposes are not covered.

III ELIGIBILITY

Each State unemployment compensation law sets forth the conditions under which benefits are payable. The conditions vary among the States. All State laws, however, require that an individual to be eligible for benefits must:

A Be unemployed (or be employed less than full time and earn less than an amount specified in the State law).

B Register for work and file a claim at a local employment office.

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(III)

C Have had a specified amount of employment or have earned a specified amount of wages within the base period specified in the State law. (In some States the base **period** is 4 calendar quarters, in others it is the 52-week period preceding the filing of the claim).

D Be able to work.

E Be available for work.

F Continue to report to the local employment office, as directed. All State laws provide disqualification for benefits for specified reasons.

While some State laws provide a disqualification for other reasons, they all provide a disqualification if the employee quits his job voluntarily without good cause, or was discharged for misconduct, or refuses suitable employment without good cause.

IV ISSUANCE OF SF-8, NOTICE TO FEDERAL EMPLOYEES ABOUT UNEMPLOYMENT COMPENSATION

A Circumstances Requiring Issuance. Issuance of SF-8 does not necessarily mean that an employee will be entitled to unemployment compensation. That determination is made by the State unemployment compensation office based on law and on facts ascertained from the employing agency. Even though the employee was not engaged in covered employment, SF-8 shall be issued under any of the following conditions:

1 When an employee's services **are** terminated (includes separations by transfer to other agencies of the Department or to Federal agencies outside the Department).

2 The first time an intermittent employee is in a nonpay status following the date of his appointment. No additional SF-8 is required for subsequent periods of nonpay status while the intermittent employee is paid through the same payroll office. However, another SF-8 is required at time of separation.

3 Each time an employee (other than an intermittent employee) enters a nonpay status which will total seven consecutive days or more. This includes periods of furlough without pay, suspension, voluntary leave without pay, and any other kind of nonpay status which continues for 7 consecutive calendar days or more including military furlough.

(IV)

B Responsibility for Issuance. The following officials in Agricultural Economics are responsible for having SF-8's issued when appropriate to employees. This responsibility may be delegated by the administrative officer or officer in charge of field station to the clerk responsible for leave records. If delegated, this delegation should be in writing and a copy forwarded to the Division of Personnel.

1 In Washington, D. C., the administrative officer of the division or staff concerned.

2 In the field, the head of the field office or other official responsible for maintaining the record of the employee's attendance.

C When Issued. The SF-8 must be given the employee on or before his last day of active duty, except that where it is not known on that date that the employee is to be separated or placed in a nonpay status for seven consecutive calendar days, the SF-8 shall be delivered or sent to him as soon as those facts are known. For example; an employee requests and is granted leave without pay for five calendar days, later the period of leave without pay is extended. He must be given or sent the SF-8 as soon as it is known that the period of leave without pay will be seven consecutive calendar days or more. SF-8 shall be issued when required whether or not a SF-50, Notification of Personnel Action, will be issued or if issued, the SF-8 shall not be delayed until SF-50 is issued.

D Forms.

1 Payroll Office Information. The SF-8 has a space for indicating the name and address of the payroll office. Any forms presently on hand shall have the following address typed in the space provided:

Division of Budget and Finance (F)
Management Operations Staff
U. S. Department of Agriculture
Washington 25, D. C.

2 Additional Supply. Additional forms can be obtained by placing an order with the Division of Administrative Services, Washington, D. C. New forms will be overprinted with the name and address of the payroll office.

V REASONS FOR SEPARATION

It is imperative that the State Employment Security Agencies have clear and sufficient reasons for the separation of any employee who files a claim for unemployment compensation. Employees who are resigning from the Federal service should be requested to show their reason on the resignation form (Part III on the reverse side of SF-52). If the employee's reasons shown on the SF-52 are not adequate and other facts which may have a bearing on his eligibility for unemployment compensation are known by his supervisor, such information shall be furnished to the Division of Personnel through channels either under remarks on the SF-52 or in an accompanying memorandum. Similarly, when an employee resigns from an L/A appointment the SF-50-A shall show the reasons therefor.

VI REPORT OF ISSUANCE OF SF-8

A When SF-52 or SF-50-A Is Issued. When an employee resigns, transfers from Agricultural Economics, retires, has his temporary appointment terminated, is placed on military furlough, or otherwise leaves the payroll, except in cases involving leave without pay, (see paragraph VI B) under circumstances requiring the issuance of an SF-52 (or in the case of an employee hired under Letter of Authorization, the issuance of SF-50-A) the notation "SF-8 issued" and the date of issuance shall be included under "Remarks" on the SF-52 or SF-50-A.

B. All Other Cases. For all cases of leave without pay, the first time a WAE employee is in nonpay status, or other cases requiring SF-8 when SF-52 or SF-50-A is not required, the statement "SF-8 issued (and date)" shall be shown on the Time and Attendance report, MOS-276 which is submitted for the pay period during which the SF-8 was issued. For example, an employee who requests leave without pay will be given an SF-8 on the last day in active duty status. The MOS-276 which is submitted for the period covering the LWOP shall include the notation "SF-8 issued _____ date."

VII ACTION BY EMPLOYEE

A If an employee applies for unemployment compensation, he must file a claim and register for work at a local employment office. He must take with him the SF-8 and a copy of SF-50 or SF-50-A if issued (SF-50 will be issued for, all separations, including resignations, and retirement; leave without pay in excess of 30 days; and all furloughs without pay. An SF-50-A will be issued to terminate appointments made

(VII A)

under Letter of Authorization.) The employee should also take his Social Security card, if he has one.

B. If an employee does not file for unemployment compensation when he leaves Agricultural Economics and becomes immediately employed elsewhere, he should retain the SF-8 and keep it with his other personnel papers. He may need it to support a claim separation from a later employment.

VIII REQUESTS FOR INFORMATION FROM A STATE EMPLOYMENT SECURITY AGENCY

A Action by Divisions.

1 When a claim is filed the State Employment Security Agency will send Form ES-931, Request for Wage and Separation Information, to the last employing agency. These forms should be addressed to the Division of Budget and Finance, (DBF), MOS. However, if received in a field office or a division office in Washington, they shall immediately be forwarded to DBF.

2 If a Form ES-934, Request for Information or Recommendation of Federal Findings, or other State forms connected with a claim or an appeal from a State agency's determination, including forms reflecting information as to action taken, is received in a division or field office that office shall immediately forward the form to DBF.

3 If an offer of reemployment is refused by a former Agricultural Economics employee who has filed a claim for unemployment compensation, the division or field office shall immediately notify DBF.

B Action by DBF.

1 DBF shall complete ES-931 and return to the State agency within 4 working days after receipt. DBF shall keep a copy of ES-931 in a separate alphabetical file as prescribed in Department of Labor regulations. When form ES-934 or other State forms are received, DBF shall furnish any additional information requested thereon, if known. If the request is for additional information pertaining to reasons for separation and the correct information on SF-50 has already been furnished, DBF shall refer the form to DP to obtain the additional information required.

(VIII B)

2 DBF shall notify the appropriate State agency if a former employee for whom ES-931 has been filed declines an offer of reemployment within 12 months.

3 If back pay is awarded an employee after ES-931 has been completed and returned to a State agency, DBF shall promptly notify the State agency.

C Action by DP.

1 On receipt of ES-934 or other State forms from DBF, if DP has no information pertaining to the reasons for separation in addition to that already reported on ES-931, it should obtain the necessary information from the employee's supervisor or other official sources. When no additional information is available, the information previously furnished should be reiterated with a statement that no additional information is available. DP shall furnish such information to DBF who shall send the reply to the State agency.

2 If the ES-934 is a request for reconsideration of the findings of Agricultural Economics, DP should consider the contentions of the former employee along with information shown in the records, and reaffirm or modify its original findings.

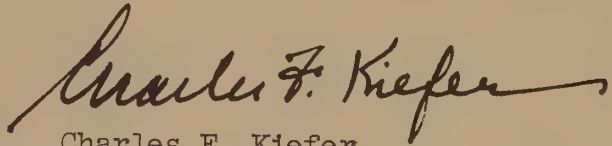
3 DP shall advise the appropriate State agency whenever it is known that an employee is appealing his personnel action reflecting separation or nonpay status, either through the Department's appeal procedure or to the Civil Service Commission and of the final disposition of such appeal.

4 Aside from any appeals which may be initiated by an employee of the determination made by the State, DP shall initiate appeals from State agency determinations and participate in appeal hearings when appropriate.

5 DP shall notify DBF when an offer of reemployment is refused by a former Agricultural Economics employee who has filed a claim for unemployment compensation.

IX ADDITIONAL INFORMATION

Inquiries may be referred to the Division of Personnel, MOS,
Washington, D. C.

A handwritten signature in dark ink, reading "Charles F. Kiefer". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Charles F. Kiefer
Executive Director
Management Operations Staff

Standard Form 8
Revised May 1960
Department of Labor
Regulation 609.2

NOTICE TO FEDERAL EMPLOYEE ABOUT UNEMPLOYMENT COMPENSATION

This form has been given to you because (1) you have been separated from your job, or (2) you are expected to be in nonpay status for 7 calendar days or more, or (3) you have been transferred to another payroll office.

Federal workers have unemployment compensation rights similar to those of workers in private industry. If you become unemployed or are in nonpay status for 7 consecutive calendar days or more and you want to FILE A CLAIM, go to the nearest PUBLIC EMPLOYMENT OFFICE.

TAKE WITH YOU—

1. Your SOCIAL SECURITY ACCOUNT NUMBER CARD. (If you do not have a Social Security card, apply for one, but you do not need to delay filing your claim pending its receipt.)
2. The OFFICIAL NOTICE of your most recent SEPARATION or of your present NONPAY status (Standard Form 50, Payroll Change Slip SF-1126 or similar document), if you have received it.
3. THIS FORM, and all similar forms which you have received. The office where you file your claim will obtain information needed for your claim from

Division of Budget and Finance (F)
Management Operations Staff
U. S. Department of Agriculture
Washington 25, D. C.

(Federal agency will insert in the box above name and address of office where your payroll records are maintained.)

KEEP THIS FORM with your Standard Form 50 and other personnel records. It is important to have it if you file a claim for unemployment compensation.

1. Who will pay unemployment benefits?

If you are eligible, you will be paid by a State employment security agency under the provisions of its unemployment compensation law. The amount of your weekly benefits and the period for which benefits will be paid will generally be determined by the law of the State in which you had your last *official station*. However, if your last official station was outside the United States, you will not be eligible until you return to the "States." Your benefit rights then will be determined under the law of your State of your residence.

These benefits are paid from funds furnished by the United States Government. You did not pay a payroll tax to provide for your unemployment insurance.

2. Under what conditions will I be eligible?

All State laws require that:

- (a) You must be unemployed, able to work, and available for any suitable work;
 - (b) You must file a claim and must register for work at a local public employment office and must continue to report to that office as directed; and
 - (c) You must have had the employment or wages in a base period as specified in the State law.
- All State laws will disqualify you for such reasons as the following:
- (a) Quitting your job voluntarily without good cause or being discharged for misconduct connected with your work; or
 - (b) Refusing an offer of a suitable job without good cause.

3. Do I have the right of appeal?

Yes. If a determination is made that you are ineligible for or are disqualified from benefits, you have the right to appeal provided in the applicable State law, but the Federal law provides that determinations of Federal service and wages and reasons for termination of Federal service given by the Federal agency shall be conclusive. If you believe that the information reported by your Federal agency is incorrect, you can ask—through the local employment office where you filed your claim—for a review by the Federal agency.

4. Are there any penalties?

Yes. If you willfully make a fraudulent claim, you are subject to a fine or imprisonment, or both. If you made a mistake in giving information when you filed your claim, notify the local employment office as soon as you discover the mistake, in order to avoid penalty.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

July 11, 1962

To : All Divisions and Offices,
Washington, D. C. and Field

From : Charles F. Kiefer, Executive Director,
Management Operations Staff

Subject: Issuance of SF-8, Notice to Employees about Unemployment
Compensation

Transmitted herewith is Agricultural Economics Circular No. 102 on
the above subject.

Particular attention is called to paragraph IV A 2, page 2 of the circular which requires that the first time an intermittent (WAE) employee is in nonpay (nonwork) status following the date of his appointment he must be given an SF-8. This provision applies to all WAE employees including Enumerators employed under Letter of Authorization.

Attention is also called to paragraph VI which requires that the issuance of SF-8 be reported on SF-52, SF-50-A, or MOS-276, Time and Attendance Report. Since leave without pay is often taken in periods of less than 30 days, and no SF-52 is required unless the leave without pay exceeds 30 days, the report that SF-8 is issued should be included on the Time and Attendance Report for all leave without pay cases regardless of whether SF-52 is submitted. Therefore, the report need not be included on SF-52 for leave without pay cases.

The reports required in paragraph VI B may be submitted for those WAE employees presently on the rolls, as follows:

1 If the employee has already been issued SF-8 for his first period of nonpay status under his current appointment, another SF-8 will not be required until he is separated. However, the first Time and Attendance Report that is issued for him after receipt of this memorandum should include the statement "SF-8 issued" followed by the date the SF-8 was issued, if known.



2 If the employee has never been issued SF-8 and is currently working, one should be issued to him the first time he is in nonpay status, as required in paragraph IV A 2, and the report of its issuance should be included on the Time and Attendance Report covering the pay period during which the SF-8 is issued. This should be done even though the employee may have previously been in nonpay status if SF-8 was not previously issued.

3 If the employee is currently in nonpay status and SF-8 has not been issued, SF-8 should be issued immediately, and the report included on the next Time and Attendance Report submitted for him.

Charles F. Kiefen

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 102

Unemployment Compensation

I PURPOSE

This Circular explains the unemployment insurance protection afforded Federal civilian employees, issuance of SF-8, Notice to Federal Employees about Unemployment Compensation, and related procedures.

II EMPLOYMENT AND EMPLOYEE COVERAGE

A General. Most employment in agencies of Agricultural Economics is considered covered employment for purposes of unemployment compensation. Covered employment is called "Federal service" for this purpose. Full eligibility for unemployment compensation is dependent on the various State compensation laws. To be entitled to unemployment compensation an employee must have performed Federal service to a substantial extent within a base period specified under the applicable State law.

B Employees Not Covered. Non-citizen employees serving outside the United States; employees paid on a contract or fee basis; employees receiving \$12 or less per annum; employees serving on a temporary basis in emergencies, such as fire, storm, earthquake, flood, etc.; or cooperative employees whose service is not creditable for retirement purposes are not covered.

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B Register for work and file a claim at a local employment office.

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(III)

C Have had a specified amount of employment or have earned a specified amount of wages within the base period specified in the State law. (In some States the base period is 4 calendar quarters, in others it is the 52-week period preceding the filing of the claim).

D Be able to work.

E Be available for work.

F Continue to report to the local employment office, as directed. All State laws provide disqualification for benefits for specified reasons.

While some State laws provide a disqualification for other reasons, they all provide a disqualification if the employee quits his job voluntarily without good cause, or was discharged for misconduct, or refuses suitable employment without good cause.

IV ISSUANCE OF SF-8, NOTICE TO FEDERAL EMPLOYEES ABOUT UNEMPLOYMENT COMPENSATION

A Circumstances Requiring Issuance. Issuance of SF-8 does not necessarily mean that an employee will be entitled to unemployment compensation. That determination is made by the State unemployment compensation office based on law and on facts ascertained from the employing agency. Even though the employee was not engaged in covered employment, SF-8 shall be issued under any of the following conditions:

1 When an employee's services are terminated (includes separations by transfer to other agencies of the Department or to Federal agencies outside the Department).

2 The first time an intermittent employee is in a nonpay status following the date of his appointment. No additional SF-8 is required for subsequent periods of nonpay status while the intermittent employee is paid through the same payroll office. However, another SF-8 is required at time of separation.

3 Each time an employee (other than an intermittent employee) enters a nonpay status which will total seven consecutive days or more. This includes periods of furlough without pay, suspension, voluntary leave without pay, and any other kind of nonpay status which continues for 7 consecutive calendar days or more including military furlough.

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B Responsibility for Issuance. The following officials in Agricultural Economics are responsible for having SF-8's issued when appropriate to employees. This responsibility may be delegated by the administrative officer or officer in charge of field station to the clerk responsible for leave records. If delegated, this delegation should be in writing and a copy forwarded to the Division of Personnel.

1 In Washington, D. C., the administrative officer of the division or staff concerned.

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D Forms.

1 Payroll Office Information. The SF-8 has a space for indicating the name and address of the payroll office. Any forms presently on hand shall have the following address typed in the space provided:

Division of Budget and Finance (F)
Management Operations Staff
U. S. Department of Agriculture
Washington 25, D. C.

2 Additional Supply. Additional forms can be obtained by placing an order with the Division of Administrative Services, Washington, D. C. New forms will be overprinted with the name and address of the payroll office.

V REASONS FOR SEPARATION

It is imperative that the State Employment Security Agencies have clear and sufficient reasons for the separation of any employee who files a claim for unemployment compensation. Employees who are resigning from the Federal service should be requested to show their reason on the resignation form (Part III on the reverse side of SF-52). If the employee's reasons shown on the SF-52 are not adequate and other facts which may have a bearing on his eligibility for unemployment compensation are known by his supervisor, such information shall be furnished to the Division of Personnel through channels either under remarks on the SF-52 or in an accompanying memorandum. Similarly, when an employee resigns from an L/A appointment the SF-50-A shall show the reasons therefor.

VI REPORT OF ISSUANCE OF SF-8

A When SF-52 or SF-50-A Is Issued. When an employee resigns, transfers from Agricultural Economics, retires, has his temporary appointment terminated, is placed on military furlough, or otherwise leaves the payroll, except in cases involving leave without pay, (see paragraph VI B) under circumstances requiring the issuance of an SF-52 (or in the case of an employee hired under Letter of Authorization, the issuance of SF-50-A) the notation "SF-8 issued" and the date of issuance shall be included under "Remarks" on the SF-52 or SF-50-A.

B. All Other Cases. For all cases of leave without pay, the first time a WAE employee is in nonpay status, or other cases requiring SF-8 when SF-52 or SF-50-A is not required, the statement "SF-8 issued (and date)" shall be shown on the Time and Attendance report, MOS-276 which is submitted for the pay period during which the SF-8 was issued. For example, an employee who requests leave without pay will be given an SF-8 on the last day in active duty status. The MOS-276 which is submitted for the period covering the LWOP shall include the notation "SF-8 issued _____ date."

VII ACTION BY EMPLOYEE

A If an employee applies for unemployment compensation, he must file a claim and register for work at a local employment office. He must take with him the SF-8 and a copy of SF-50 or SF-50-A if issued (SF-50 will be issued for, all separations, including resignations, and retirement; leave without pay in excess of 30 days; and all furloughs without pay. An SF-50-A will be issued to terminate appointments made

(VII A)

under Letter of Authorization.) The employee should also take his Social Security card, if he has one.

B. If an employee does not file for unemployment compensation when he leaves Agricultural Economics and becomes immediately employed elsewhere, he should retain the SF-8 and keep it with his other personnel papers. He may need it to support a claim separation from a later employment.

VIII REQUESTS FOR INFORMATION FROM A STATE EMPLOYMENT SECURITY AGENCY

A Action by Divisions.

1 When a claim is filed the State Employment Security Agency will send Form ES-931, Request for Wage and Separation Information, to the last employing agency. These forms should be addressed to the Division of Budget and Finance, (DBF), MOS. However, if received in a field office or a division office in Washington, they shall immediately be forwarded to DBF.

2 If a Form ES-934, Request for Information or Recommendation of Federal Findings, or other State forms connected with a claim or an appeal from a State agency's determination, including forms reflecting information as to action taken, is received in a division or field office that office shall immediately forward the form to DBF.

3 If an offer of reemployment is refused by a former Agricultural Economics employee who has filed a claim for unemployment compensation, the division or field office shall immediately notify DBF.

B Action by DBF.

1 DBF shall complete ES-931 and return to the State agency within 4 working days after receipt. DBF shall keep a copy of ES-931 in a separate alphabetical file as prescribed in Department of Labor regulations. When form ES-934 or other State forms are received, DBF shall furnish any additional information requested thereon, if known. If the request is for additional information pertaining to reasons for separation and the correct information on SF-50 has already been furnished, DBF shall refer the form to DP to obtain the additional information required.

(VIII B)

2 DBF shall notify the appropriate State agency if a former employee for whom ES-931 has been filed declines an offer of reemployment within 12 months.

3 If back pay is awarded an employee after ES-931 has been completed and returned to a State agency, DBF shall promptly notify the State agency.

C Action by DP.

1 On receipt of ES-934 or other State forms from DBF, if DP has no information pertaining to the reasons for separation in addition to that already reported on ES-931, it should obtain the necessary information from the employee's supervisor or other official sources. When no additional information is available, the information previously furnished should be reiterated with a statement that no additional information is available. DP shall furnish such information to DBF who shall send the reply to the State agency.

2 If the ES-934 is a request for reconsideration of the findings of Agricultural Economics, DP should consider the contentions of the former employee along with information shown in the records, and reaffirm or modify its original findings.

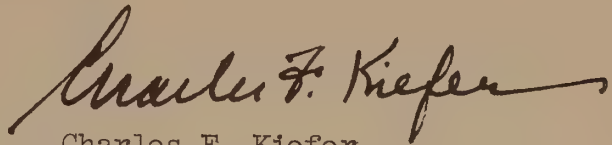
3 DP shall advise the appropriate State agency whenever it is known that an employee is appealing his personnel action reflecting separation or nonpay status, either through the Department's appeal procedure or to the Civil Service Commission and of the final disposition of such appeal.

4 Aside from any appeals which may be initiated by an employee of the determination made by the State, DP shall initiate appeals from State agency determinations and participate in appeal hearings when appropriate.

5 DP shall notify DBF when an offer of reemployment is refused by a former Agricultural Economics employee who has filed a claim for unemployment compensation.

IX ADDITIONAL INFORMATION

Inquiries may be referred to the Division of Personnel, MOS,
Washington, D. C.

A handwritten signature in dark ink, reading "Charles F. Kiefer". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Charles F. Kiefer
Executive Director
Management Operations Staff

Standard Form 8
Revised May 1960
Department of Labor
Regulation 609.2

NOTICE TO FEDERAL EMPLOYEE ABOUT UNEMPLOYMENT COMPENSATION

This form has been given to you because (1) you have been separated from your job, or (2) you are expected to be in nonpay status for 7 calendar days or more, or (3) you have been transferred to another payroll office.

Federal workers have unemployment compensation rights similar to those of workers in private industry. If you become unemployed or are in nonpay status for 7 consecutive calendar days or more and you want to FILE A CLAIM, go to the nearest PUBLIC EMPLOYMENT OFFICE.

TAKE WITH YOU—

1. Your SOCIAL SECURITY ACCOUNT NUMBER CARD. (If you do not have a Social Security card, apply for one, but you do not need to delay filing your claim pending its receipt.)
2. The OFFICIAL NOTICE of your most recent SEPARATION or of your present NONPAY status (Standard Form 50, Payroll Change Slip SF-1126 or similar document), if you have received it.
3. THIS FORM, and all similar forms which you have received. The office where you file your claim will obtain information needed for your claim from

Division of Budget and Finance (F)
Management Operations Staff
U. S. Department of Agriculture
Washington 25, D. C.

(Federal agency will insert in the box above name and address of office where your payroll records are maintained.)

KEEP THIS FORM with your Standard Form 50 and other personnel records. It is important to have it if you file a claim for unemployment compensation.

1. Who will pay unemployment benefits?

If you are eligible, you will be paid by a State employment security agency under the provisions of its unemployment compensation law. The amount of your weekly benefits and the period for which benefits will be paid will generally be determined by the law of the State in which you had your last *official station*. However, if your last official station was outside the United States, you will not be eligible until you return to the "States." Your benefit rights then will be determined under the law of your State of your residence.

These benefits are paid from funds furnished by the United States Government. You did not pay a payroll tax to provide for your unemployment insurance.

2. Under what conditions will I be eligible?

All State laws require that:

- (a) You must be unemployed, able to work, and available for any suitable work;
- (b) You must file a claim and must register for work at a local public employment office and must continue to report to that office as directed; and
- (c) You must have had the employment or wages in a base period as specified in the State law.

All State laws will disqualify you for such reasons as the following:

- (a) Quitting your job voluntarily without good cause or being discharged for misconduct connected with your work; or
- (b) Refusing an offer of a suitable job without good cause.

3. Do I have the right of appeal?

Yes. If a determination is made that you are ineligible for or are disqualified from benefits, you have the right to appeal provided in the applicable State law, but the Federal law provides that determinations of Federal service and wages and reasons for termination of Federal service given by the Federal agency shall be conclusive. If you believe that the information reported by your Federal agency is incorrect, you can ask—through the local employment office where you filed your claim—for a review by the Federal agency.

4. Are there any penalties?

Yes. If you willfully make a fraudulent claim, you are subject to a fine or imprisonment, or both. If you made a mistake in giving information when you filed your claim, notify the local employment office as soon as you discover the mistake, in order to avoid penalty.

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ECONOMICS

MANAGEMENT OPERATIONS STAFF

WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 103

Employee Training and Development
Annual Inventory of Needs and Projected Training Plans

I PURPOSE

This circular establishes the requirements for an annual inventory of employee training and development needs and sets forth the categories and reporting form under which such needs should be identified and reported.

II GENERAL

The concept that training is the basic responsibility of line management is well recognized. Division directors, and other levels of management by respective degrees are therefore responsible for providing, or providing for, the training and development of employees to meet the present and future needs of the organization and to insure that employees' abilities and capacities are developed and utilized to the fullest extent possible. Inherent in carrying out this responsibility is the need to:

A Determine the knowledges, skills, experience and training required by each employee to effectively fulfill his role in the varied work of the division.

B Assess the abilities and qualifications of employees and determine the amount and kind of training and development needed to bring them to a high degree of effectiveness in the performance of assigned work.

C Implement plans for the systematic training and development of employees, as required.

D Provide a climate favorable to the utilization of knowledges, skills and experiences acquired through training and development so that an effective appraisal of the value and usefulness of such training can be made.

III CATEGORIES OF TRAINING AND DEVELOPMENT

The following categories of training and development may be provided for employees in Agricultural Economics:

A Orientation and Indoctrination Training. This is the planned introduction of new employees to the Agricultural Economics Organization, its objectives, policies and methods of operation. It is designed to acquaint the employee with the general rules and regulations of the Federal Government and of his rights, privileges, and responsibilities as a Federal employee. Such training will also assist the new employee in adjusting to his new position, work environment, and working conditions as rapidly as possible.

B Secretarial, Clerical and Office Training. This is organized training and development in correspondence and other office procedures and methods, and the operation of various types of office equipment and machines.

C Supervisory and Management Training.

1 Supervisory training is formal, planned training designed to develop systematically the knowledge and attitudes of a supervisor, or an employee being assigned supervisory responsibilities, needed in the performance of his duties.

2 Management training is organized formal training designed to equip and develop systematically the abilities, knowledges, and skills of an employee in a management position or being assigned to a management position in general management principles, techniques, and methods.

D Scientific, Technical, and Professional Training. This is planned training and/or work experience which increases the knowledges, skills, and competence of an individual in scientific, technical and professional fields. The training is designed to:

1 Provide depth of knowledge to meet new and changing requirements of the position.

2 Provide broader knowledge in disciplines outside the employee's own scientific field in anticipation of situations when the duties of the position require or will require an inter-disciplinary approach to problems.

(III D)

3 Keep the employee abreast of new knowledge and scientific methods in his field of work.

4 Meet other specific needs of the employee as related to the scientific, technical, and professional work of Agricultural Economics.

E Other Training. This is any kind of planned training, education, or development not specifically covered in paragraph A, B, C, or D. Training in this area may cross occupational lines or organization levels. It may not include training for which nonstandard tours of duty may be established to permit attendance at higher institutions of learning.

IV REPORT OF TRAINING NEEDS

The Department requires an annual report by August 1 of each year of training needs from all agencies of the Department. The Division of Personnel (DP), MOS will make the report for ERS, SRS, SEG, and MOS based on information received from the divisions in accordance with these instructions.

A Responsibility. Branch chiefs, or heads of staff or field offices shall make an inventory on an annual basis of training needs in their respective jurisdictional areas and identify the specific training and developmental needs of employees by determining:

1 What is normally required or expected in the job.

2 The Degree in which this requirement or expectation is or is not being met.

3 Dependent upon the degree of performance expressed by item 2 above, what specific employee knowledges, skills, attitudes, or behavior are involved, for identifying the form or type of training and development which will meet such needs.

4 Through discussion with employees, the areas where it is felt that training and development will help to not only improve his performance of his current job but fulfill whatever potential exists for additional personal growth and career development.

A booklet "Assessing and Reporting Training Needs and Progress" which will be helpful in inventorying training needs is sent to division directors.

(IV)

B Procedure.

1 The officer making the inventory shall prepare form MOS , Annual Inventory and Training Plan, (See Exhibit A for sample form.) The information to be included on this form will be:

a A brief statement in narrative form for each category (See paragraph III) of the purpose(s) and element(s) of the proposed training and development .

b The names of the employees to be trained (if on an individual basis) or if several employees are to be trained in each category, the number to be trained.

2 The officer making the inventory shall forward the forms, when completed, to his division director.

3 The division director shall be responsible for determining whether the identified training is adequate and desirable and forward the forms with any modification to DP.

C Date Reports Are To Be Made. The inventory of training needs for the fiscal year 1963 (starting July 1, 1962) shall be made and submitted to DP not later than July 30, 1962. For subsequent years, the inventory shall be made annually and submitted to DP by July 15 of each year and shall include anticipated needs for the ensuing fiscal year.

D Forms. Forms are being sent to affected divisions and offices for use in reporting the training needs for fiscal year 1963. Additional forms for subsequent years may be obtained from the Division of Administrative Services, MOS, Washington, D. C.

V CONCLUSION

DP will consolidate the reports received from the divisions to report to the Office of Personnel the annual training needs for Agricultural Economics, design and organize training to meet the expressed needs, arrange for training to be given elsewhere in the Government or outside the Government, and coordinate division training needs elsewhere in Agricultural Economics and in the Department.

VI ADDITIONAL INFORMATION

Any inquiries may be referred to the Training Officer, DP, MOS,
Washington, D. C.

A handwritten signature in dark ink, reading "Charles F. Kiefer". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF

EXHIBIT A

ANNUAL INVENTORY AND PLANS FOR FORMAL TRAINING AND DEVELOPMENT

Page 1 of 3 Pages

Reporting Office:

Agency Economic Research Service
Branch Market Development Branch

Division Marketing Economics Division
Location Washington, D. C.

7-12-62

I Category <u>1/</u>	II Purposes and Specific Training Needed	III Name (or number) of employees to be trained	IV Preference as to Source of Training and Development, if any	Outside Govt.
A	To assist new employees in making satisfactory adjustment to new job. Special Needs: 1 AE organizational structure 2 Division organizational structure	12	X	
B	To provide a means of improving job knowledge, skills, and attitudes. Specialized Needs: 1 Refresher training a Correspondence manual, typing tips, telephone courtesy b Plain letters course c Refresher - English Grammar d Refresher - shorthand 2 Statistics (for statistical clerks) 3 Comptometer Training	8 10 12 8 15 13	X X X X X X	
C	To expose key personnel to modern management and research management, techniques and practices.			

1/ Show categories A, B, C, D, or E as follows: (Do not include informal day-to-day instruction by supervision)
A - Orientation and Indoctrination Training
B - Secretarial, Clerical, and Office Training
C - Supervisory Management Training
D - Scientific, Technical, and Professional Training
E - Other Training

Signature of Recommending Officer

Date

Signature of Division Director

Date

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF

EXHIBIT A

ANNUAL INVENTORY AND PLANS FOR FORMAL TRAINING AND DEVELOPMENT

Reporting Office:

Agency Economic Research Service
Branch Market Development BranchDivision Marketing Economics Division
Location Washington, D.C.Page 2 of 3 Pages

I Category <u>1/</u>	II Purposes and Specific Training Needed	III Name (or number) of employees to be trained	IV Preference as to Source of Training and Development, if any		
			Within AE	Elsewhere in Govt.	Outside Govt.
C cont'd	Specialized Needs: 1 Managerial - (High level executive development courses, such as AMA and Brooking Institute Courses) 2 Supervisory a Fundamentals of supervision b Human relations courses c Workload analysis - Work measurement d Administration, research, Personnel To further develop specialized knowledge and skills and provide needed training outside field of specialty. D	J.P. Buckner M.E. Morris 15 J.D. Allen P.D. Herrick		X	X
	1 Updating of economic theory 2 Latest statistical techniques 3 Changes in marketing practices and structures 4 Latest techniques for planning and evaluating research 5 ADP (for research) background for effective communications. a Programming	J.E. Morris F.J. Lewis J.A. Olsen M.D. Brown J.E. Flinds		X	X
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Page 3 of 3 Pages

Reporting Office: Agency Economic Research Service Division Marketing Economics Division
Branch Market Development Branch Location Washington, D.C.

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			Within AE USDA	Elsewhere in Govt. Outside Govt.
D cont'd	b Systems analysis	5		
	c Data processing for researchers	7		
	6 Research Report	15	X	
E	7 Technical Writing	10		
	To provide for more rapid reading and better communication of technical personnel.			
	1 Reading Improvement	20		
	2 Oral Communication (public speaking)	15	X	

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- A - Orientation and Indoctrination Training D - Scientific, Technical, and Professional Training
B - Secretarial, Clerical, and Office Training E - Other Training
C - Supervisory Management Training

R. E. Simmons, Branch Chief 7-18-62 Frank R. Jones
Signature of Recommending Officer Date Signature of Division Director 7-20-62
Date

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF

ANNUAL INVENTORY AND PLANS FOR FORMAL TRAINING AND DEVELOPMENT

Reporting Office: Agency Economic Research Service
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Page 3 of 3 Pages

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Date 7-18-62
Frank R. Jones
Signature of Division Director
Date 7-20-62

Page of Pages

Division
Location

Signature of Recommending Officer	Date	Signature of Division Director	Date
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UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ECONOMICS

MANAGEMENT OPERATIONS STAFF

WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 103

Employee Training and Development
Annual Inventory of Needs and Projected Training Plans

I PURPOSE

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D Provide a climate favorable to the utilization of knowledges, skills and experiences acquired through training and development so that an effective appraisal of the value and usefulness of such training can be made.

DISTRIBUTION: All Divisions and Offices

Page 1
July 12, 1962

III CATEGORIES OF TRAINING AND DEVELOPMENT

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(III D)

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A booklet "Assessing and Reporting Training Needs and Progress" which will be helpful in inventorying training needs is sent to division directors.

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1 The officer making the inventory shall prepare form MOS , Annual Inventory and Training Plan, (See Exhibit A for sample form.) The information to be included on this form will be:

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VI ADDITIONAL INFORMATION

Any inquiries may be referred to the Training Officer, DP, MOS,
Washington, D. C.



Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF

EXHIBIT A

ANNUAL INVENTORY AND PLANS FOR FORMAL TRAINING AND DEVELOPMENT

Page 1 of 3 pages

Reporting Office: Agency Economic Research Service Division Marketing Economics Division
Branch Market Development Branch Location Washington, D. C.

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A	To assist new employees in making satisfactory adjustment to new job. Special Needs: 1 AE organizational structure 2 Division organizational structure To provide a means of improving job knowledge, skills, and attitudes. Specialized Needs: 1 Refresher training a Correspondence manual, typing tips, telephone courtesy b Plain letters course c Refresher - English Grammar d Refresher - shorthand 2 Statistics (for statistical clerks) 3 Comptometer Training To expose key personnel to modern management and research management, techniques and practices.	12	X				
B							
C							

1/ Show categories A, B, C, D, or E as follows: (Do not include informal day-to-day instruction by supervision)

A - Orientation and Indoctrination Training

D - Scientific, Technical, and Professional Training

B - Secretarial, Clerical, and Office Training

E - Other Training

C - Supervisory Management Training

Signature of Recommending Officer

Date

Signature of Division Director

Date

7-12-62

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF

ANNUAL INVENTORY AND PLANS FOR FORMAL TRAINING AND DEVELOPMENT

Reporting Office:

Agency Economic Research Service
Branch Market Development BranchDivision Marketing Economics Division
Location Washington, D.C.Page 2 of 3 Pages

7-12-62

I Category <u>I/</u>	II Purposes and Specific Training Needed	III Name (or number) of employees to be trained	IV Preference as to Source of Training and Development, if any	Outside Govt.
			Within AE USDA	Elsewhere in Govt.
C cont'd	Specialized Needs: 1 Managerial - (High level executive development courses, such as AMA and Brookings Institute Courses) 2 Supervisory a Fundamentals of supervision b Human relations courses c Workload analysis - Work measurement d Administration, research, Personnel To further develop specialized knowledge and skills and provide needed training outside field of specialty. D	J.P. Buckner M.E. Morris 15 J.D. Allen P.D. Herrick	X	X
	1 Updating of economic theory 2 Latest statistical techniques 3 Changes in marketing practices and structures 4 Latest techniques for planning and evaluating research 5 ADP (for research) background for effective communications. a Programming	J.E. Morris F.J. Lewis J.A. Olsen M.D. Brown J.E. Flnds	X	X
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ANNUAL INVENTORY AND PLANS FOR FORMAL TRAINING AND DEVELOPMENT

Page 3 of 3 Pages

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D cont'd	b Systems analysis c Data processing for researchers 6 Research Report 7 Technical Writing To provide for more rapid reading and better communication of technical personnel. 1 Reading Improvement 2 Oral Communication (public speaking)	5 7 15 10	X	X	
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D - Scientific, Technical, and Professional Training

E - Other Training

R. E. Simmons, Branch Chief
Signature of Recommending Officer

7-18-62
Date

Frank R. Jones
Signature of Division Director

7-20-62
Date

Page of Pages

Division
Location

I Category 1/	II Purposes and Specific Training Needed	III Name (or number) of employees to be trained	IV Preference as to Source of Training and Development, if any		
			Within AE USDA	Elsewhere in Govt.	Outside Govt.

1/ Show categories A, B, C, D, or E as follows: (Do not include informal day-to-day instruction by supervision)
A - Orientation and Indoctrination Training D - Scientific, Technical, and Professional Training
B - Secretarial, Clerical, and Office Training E - Other Training
C - Supervisory Management Training

Date _____

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 104

System of Allotment, Work Plan, and Sub-Work Plan Code Symbols For Fiscal Year 1963

I PURPOSE

This circular (1) prescribes and explains the system for establishing fiscal year 1963 allotment, work plan and sub-work plan code symbols, and (2) prescribes in Exhibit A attached specific code letters for work plans applicable to the various organizational units and special accounts of Agricultural Economics.

II EXPLANATION OF CODE SYMBOLS

The basic pattern for assigning these symbols is illustrated by the following example of an allotment, work plan, and sub-work plan code:

Fiscal Year	Fund or Fund and Limitation	Agency and Allottee	Work Plan	Sub-Work Plan
1	1	1	1	1
3	01	S	F	AL

The fiscal year and the fund or fund and limitation code derive from the three digit fund and limitation codes set forth in Exhibit A, Agricultural Economics Circular No. 97.

(II)

The agency and allottee code is made up of either one letter, as illustrated above, or by two letters when someone other than the Administrator of ERS or SRS is made an allottee. The agency and allottee symbols shown below have been assigned for fiscal year 1963:

E -Represents ERS funds allotted to the Administrator, ERS

S -Represents SRS funds allotted to the Administrator, SRS

KE-Represents ERS funds allotted to the Executive Director, MOS

KS-Represents SRS funds allotted to the Executive Director, MOS

If the need arises to make an allotment to an individual other than the Administrator, ERS or SRS, or the Executive Director, MOS, the code letters will be "E" or "S" as appropriate, preceded by the letter assigned to the applicable organizational unit in Exhibit A of this circular.

The work plan code letter is also derived from Exhibit A of this circular and thus reflects the organizational unit or special account to which the work plan has been made.

The sub-work plan codes are expressed in either one or two letters. These codes are set forth each fiscal year in the approved Form MOS-158, Work Plan and Sub-Work Plan Codes Proposed for Fiscal Year 196-, furnished each division and staff office by DBF.

III SPECIFIC EXAMPLES OF WORK PLAN AND SUB-WORK PLAN CODES

EXAMPLES:

- (1) 301-S-G
- (2) 301-S-G-DP

The codes in the above examples represent the following:

(1) Work plan issued to the Standards and Research Division, SRS, providing "S&E" funds allotted to the Administrator, SRS.

(2) Sub-work plan issued to the Data Processing Branch, Standards and Research Division, SRS, under the work plan in (1) above.

AGRICULTURAL ECONOMICS CIRCULAR No. 104

IV NUMBERING OF FORMS

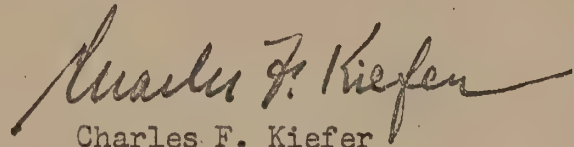
During the fiscal year 1963, each MOS-1, Advice of Allotment, establishing the allotment and any subsequent MOS-1 changing that allotment shall be numbered in sequence 1,2,3,4, etc., in the upper right hand corner of the form. The same numbering system shall be used for MOS-96, Notice of Work Plans, reflecting either the initial issuance or subsequent change of a specific work plan or sub-work plan.

V RELATIONSHIP TO EXISTING INSTRUCTIONS

The code symbols and system prescribed by Agricultural Economics Circulars No. 5 and No. 26 for fiscal year 1961 and 1962 funds, respectively, must not be used for fiscal year 1963 funds. The third sentence of Section II B 3 of Agricultural Economics Circular No. 97, making reference to Circular No. 5 for basic allottee and workplan code symbols, is therefore no longer applicable relative to fiscal year 1963. Of course, Circulars 5 and 26 remain effective as the basis for the fund and work plan coding system used relative to fiscal years 1961 and 1962, respectively.

VI QUESTIONS

Questions pertaining to this circular should be directed to the Budget Branch, DBF.



Charles F. Kiefer
Executive Director
Management Operations Staff

Attachment

CODE LETTERS FOR ALLOTMENTS AND WORK PLANS

Code Letter	Economic Research Service	Statistical Reporting Service	Management Operations Staff
A	Office of Administrator	Office of Administrator	Office of Administrator
B	- -	- -	Staff Economists Group
C	- -	- -	Division of Admin. Services
D	- -	- -	Division of Budget and Finance
E	Economic & Stat. Analysis Div.	Agricultural Estimates Div.	- -
F	Marketing Economics Division	Field Operations Division	- -
G	Farm Economics Division	Standards and Research Div.	- -
H	- -	Crop Reporting Board	- -
I	- -	- -	Division of Information
J	- -	- -	- -
K	- -	- -	Executive Director
L	Dev. & Trade Analysis Div.	- -	- -
M	Regional Analysis Division	- -	- -
N	- -	- -	- -
O	- -	- -	- -
P	- -	- -	Division of Personnel
Q	- -	- -	- -
R	- -	- -	Internal Audit
S	Special Purposes, Program	Special Purposes, Program	Special Purposes, Staff
T	- -	- -	Miscellaneous
U	- -	- -	- -
V	- -	- -	- -
W	- -	- -	- -
X	- -	- -	- -
Y	- -	- -	- -
Z	- -	- -	- -

1/ Work Plan code letter only. Allotment code letters assigned in paragraph 2, page 2, of the instructions.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 105

Processing Claims for Injury Compensation

I PURPOSE

This circular authorizes field offices to negotiate directly with District Offices of the Bureau of Employees' Compensation in processing claims filed in connection with job connected injuries.

II RESPONSIBILITY FOR PROCESSING CLAIMS

A Bureau of Employees' Compensation. The Bureau of Employees' Compensation (BEC) has the responsibility for acting on all claims based on injuries or illnesses sustained while on official duty. The BEC has decentralized its activities to eight District Offices. Each District Office processes claims of employees who are stationed or are working out of offices located in the States comprising the District. Exhibit A shows the addresses of the District Offices and the States assigned to each. Claims of employees in the District of Columbia and in States not assigned to a District Office of BEC are processed by the Washington, D. C. office of BEC.

B Field Offices of ERS and SRS. Field offices are authorized to deal directly with the BEC District Office having jurisdiction over the State in which the office is located if their State is serviced by a District Office, and forward direct to the BEC District Office all claims resulting from occupational injury or illness. Field offices in the States of Maryland, North Carolina and Virginia, which are not assigned to a District Office, BEC, shall send all claims to the Bureau of Employees' Compensation, U.S. Department of Labor, Washington, D. C. Copies of all forms and other pertinent material shall be sent to the Safety Officer, DP, MOS, Washington 25, D.C.

C Agricultural Economics Offices in Washington, D. C. Employees in the Washington, D. C. area shall forward claims through administrative channels to the Safety Officer, DP, MOS, Room 3919, South Building.

III FORMS REQUIRED

The forms required by type of injury and description of forms are listed in Exhibits B and C. A small supply of forms marked "4" should be stocked in each office. They may be obtained from DAS, MOS, in the usual manner.

IV REPORT OF FATAL CASES

The BEC required an immediate report by telephone or telegraph of each fatal case in which death of the employee is alleged to be due to an injury sustained in the performance of duty, to determine whether an autopsy is necessary. The following information is required.

A Full name of employee.

B The BEC file number when known.

C Name and location of project on which employed at time of injury.

D Brief and concise statement of circumstances surrounding the accident which is alleged to have caused death.

E A brief summary in chronological order of pertinent medical facts in the progress of the disability which allegedly resulted from the accident and other circumstances relating to the cause of death when not immediate.

A copy of all reports shall be sent to DP, MOS.

V ADVICE AND INFORMATION

Any questions concerning treatment, claims, or other matters pertaining to job connected injuries or illnesses may be referred to the Safety Officer, DP, MOS, Washington 25, D. C.



Charles F. Kiefer
Executive Director
Management Operations Staff

BEC District Offices

<u>District Office</u>	<u>Address</u>	<u>States in District</u>
San Francisco, Calif.	Bureau of Employees' Compensation U. S. Dept. of Labor 305 Golden Gate Avenue San Francisco 2, Calif.	Arizona California Colorado Nevada New Mexico Utah
Chicago, Illinois	Bureau of Employees' Compensation U. S. Dept. of Labor 14 East Jackson Blvd. Chicago 4, Illinois	Illinois Iowa Kansas Minnesota Missouri Nebraska North Dakota Oklahoma South Dakota Wisconsin
Boston, Mass.	Bureau of Employees' Compensation U. S. Dept. of Labor 18 Oliver Street Boston 10, Mass.	Connecticut Maine Massachusetts New Hampshire Rhode Island Vermont
New York, N.Y.	Bureau of Employees' Compensation U. S. Dept. of Labor 321 West 44th Street New York 36, N. Y.	Delaware New Jersey New York Pennsylvania
Cleveland, Ohio	Bureau of Employees' Compensation U. S. Dept. of Labor 33 Public Square Public Square Bldg. Cleveland 13, Ohio	Indiana Kentucky Michigan Ohio Tennessee West Virginia

AGRICULTURAL ECONOMICS CIRCULAR No. 105
EXHIBIT A

<u>District Office</u>	<u>Address</u>	<u>States in District</u>
Jacksonville, Florida	Bureau of Employees' Compensation U. S. Dept. of Labor Fidelity Federal Savings and Loan Asst. Bldg. 411 West Adams Street Jacksonville 2, Florida	Florida Georgia South Carolina
New Orleans, Louisiana	Bureau of Employees' Compensation U. S. Dept. of Labor 114 N. Rocheblave St. New Orleans 19, La.	Alabama Arkansas Louisiana Mississippi Texas
Seattle, Washington	Bureau of Employees' Compensation U. S. Dept. of Labor Smith Tower Bldg. Room 2008, 506 2nd Ave. Seattle 4, Washington	Alaska Idaho Montana Oregon Washington Wyoming
Honolulu, Hawaii	John H. O'Neill Deputy Commissioner 680 Ala Moana Blvd. Room 302 Honolulu 13, Hawaii	Hawaii

AGRICULTURAL ECONOMICS CIRCULAR No. 105
EXHIBIT B

Index of Forms Required by Types of Injury

The forms required by type of injury are listed in the following table:

NATURE OF INJURY	FORMS REQUIRED						
Minor injury, no medical expense or lost time, no permanent disability (to be prepared within 48 hours after injury and filed in issuing office)	C.A.1						
Minor injury, medical expense or treatment by USPH but no lost time or pay in excess of 3 days	C.A.16 or C.A.17	C.A.1	C.A.2	^{1/} S-69			
Injury resulting in lost time and nonpay status of more than 3 but less than 18 days	C.A.16 or C.A.17	C.A.1	C.A.2	^{2/} C.A.3	^{3/} C.A.4	^{1/} S-69	
Injury resulting in more than 18 days lost time	C.A.16 or C.A.17	C.A.1	C.A.2	^{4/} C.A.3	^{3/} C.A.4	^{5/} C.A.8	^{1/} S-69
Deaths	C.A.2	C.A.3	C.A.5				

- 1/ Not required if treated by U.S. Public Health Service. In lieu of Form S-69 charges of physicians, hospitals, and vendors of appliances and supplies may be submitted on their own billhead stationery. Where S-69 is desired, refer request to Bureau of Employees' Compensation.
- 2/ Form C.A.3 is not required in these cases if the information regarding length of disability is given on Form C.A.2 and C.A.4.
- 3/ If injured employee has 1 or more eligible dependents submit Form C.A.4A with C.A.4.
- 4/ To be filled out upon termination of disability, whether or not there is a return to duty, and in the case of death.
- 5/ To be submitted each 15 days, covering from the 1st to the 15th, and 16th to the last day of month during disability period.

Description of Forms

The titles of the numbered forms referred to are listed below:

AB-1 Application for Review

#C.A.1 Employee's Notice of Injury or Occupational Disease

#C.A.2 Official Superior's Report of Injury

#C.A.3 Report of Termination of Total or Partial Disability - Report of Death

#C.A.4 Claim for Compensation on Account of Injury

#C.A.4A Application for Augmented Compensation for Disability

C.A.4B Application for Award for Disfigurement

C.A.5 Claim for Compensation on Account of Death

#C.A.8 Claim for Continuance of Compensation on Account of Disability

#C.A.10 What to Do in Case of Injury (placard for posting)

#C.A.11 When Injured at Work (pamphlet for employees)

#C.A.16 Request for Treatment of Injury Under the United States
Employees' Compensation Act

#C.A.17 Request for Treatment of Injury Under United States Employees'
Compensation Act When Cause of Injury is in Doubt

C.A.20 Attending Physician's Report

#C.A.32 Report on Hernia (with Physician's Certificate)

C.A.42 Affidavit Relating to Representatives of Deceased Beneficiaries

S-69 Public Voucher for Services and Supplies of Hospitals and
Physicians
(This form not to be used unless desired by physician, hospital,
or vendor. Refer to Bureau of Employees' Compensation.)

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ECONOMICS

MANAGEMENT OPERATIONS STAFF

WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 105

Processing Claims for Injury Compensation

I PURPOSE

This circular authorizes field offices to negotiate directly with District Offices of the Bureau of Employees' Compensation in processing claims filed in connection with job connected injuries.

II RESPONSIBILITY FOR PROCESSING CLAIMS

A Bureau of Employees' Compensation. The Bureau of Employees' Compensation (BEC) has the responsibility for acting on all claims based on injuries or illnesses sustained while on official duty. The BEC has decentralized its activities to eight District Offices. Each District Office processes claims of employees who are stationed or are working out of offices located in the States comprising the District. Exhibit A shows the addresses of the District Offices and the States assigned to each. Claims of employees in the District of Columbia and in States not assigned to a District Office of BEC are processed by the Washington, D. C. office of BEC.

B Field Offices of ERS and SRS. Field offices are authorized to deal directly with the BEC District Office having jurisdiction over the State in which the office is located if their State is serviced by a District Office, and forward direct to the BEC District Office all claims resulting from occupational injury or illness. Field offices in the States of Maryland, North Carolina and Virginia, which are not assigned to a District Office, BEC, shall send all claims to the Bureau of Employees' Compensation, U.S. Department of Labor, Washington, D. C. Copies of all forms and other pertinent material shall be sent to the Safety Officer, DP, MOS, Washington 25, D.C.

C Agricultural Economics Offices in Washington, D. C. Employees in the Washington, D. C. area shall forward claims through administrative channels to the Safety Officer, DP, MOS, Room 3919, South Building.

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A Full name of employee.

B The BEC file number when known.

C Name and location of project on which employed at time of injury.

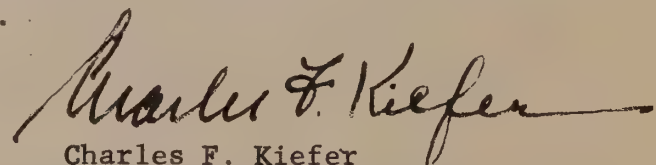
D Brief and concise statement of circumstances surrounding the accident which is alleged to have caused death.

E A brief summary in chronological order of pertinent medical facts in the progress of the disability which allegedly resulted from the accident and other circumstances relating to the cause of death when not immediate.

A copy of all reports shall be sent to DP, MOS.

V ADVICE AND INFORMATION

Any questions concerning treatment, claims, or other matters pertaining to job connected injuries or illnesses may be referred to the Safety Officer, DP, MOS, Washington 25, D. C.



Charles F. Kiefer
Executive Director
Management Operations Staff

BEC District Offices

<u>District Office</u>	<u>Address</u>	<u>States in District</u>
San Francisco, Calif.	Bureau of Employees' Compensation U. S. Dept. of Labor 305 Golden Gate Avenue San Francisco 2, Calif.	Arizona California Colorado Nevada New Mexico Utah
Chicago, Illinois	Bureau of Employees' Compensation U. S. Dept. of Labor 14 East Jackson Blvd. Chicago 4, Illinois	Illinois Iowa Kansas Minnesota Missouri Nebraska North Dakota Oklahoma South Dakota Wisconsin
Boston, Mass.	Bureau of Employees' Compensation U. S. Dept. of Labor 18 Oliver Street Boston 10, Mass.	Connecticut Maine Massachusetts New Hampshire Rhode Island Vermont
New York, N.Y.	Bureau of Employees' Compensation U. S. Dept. of Labor 321 West 44th Street New York 36, N. Y.	Delaware New Jersey New York Pennsylvania
Cleveland, Ohio	Bureau of Employees' Compensation U. S. Dept. of Labor 33 Public Square Public Square Bldg. Cleveland 13, Ohio	Indiana Kentucky Michigan Ohio Tennessee West Virginia

AGRICULTURAL ECONOMICS CIRCULAR No. 105
EXHIBIT A

<u>District Office</u>	<u>Address</u>	<u>States in District</u>
Jacksonville, Florida	Bureau of Employees' Compensation U. S. Dept. of Labor Fidelity Federal Savings and Loan Asst. Bldg. 411 West Adams Street Jacksonville 2, Florida	Florida Georgia South Carolina
New Orleans, Louisiana	Bureau of Employees' Compensation U. S. Dept. of Labor 114 N. Rocheblave St. New Orleans 19, La.	Alabama Arkansas Louisiana Mississippi Texas
Seattle, Washington	Bureau of Employees' Compensation U. S. Dept. of Labor Smith Tower Bldg. Room 2008, 506 2nd Ave. Seattle 4, Washington	Alaska Idaho Montana Oregon Washington Wyoming
Honolulu, Hawaii	John H. O'Neill Deputy Commissioner 680 Ala Moana Blvd. Room 302 Honolulu 13, Hawaii	Hawaii

Index of Forms Required by Types of Injury

The forms required by type of injury are listed in the following table:

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Minor injury, medical expense or treatment by USPH but no lost time or pay in excess of 3 days	C.A.16 or C.A.17	C.A.1	C.A.2	^{1/} S-69			
Injury resulting in lost time and nonpay status of more than 3 but less than 18 days	C.A.16 or C.A.17	C.A.1	C.A.2	^{2/} C.A.3	^{3/} C.A.4	^{1/} S-69	
Injury resulting in more than 18 days lost time	C.A.16 or C.A.17	C.A.1	C.A.2	^{4/} C.A.3	^{3/} C.A.4	^{5/} C.A.8	^{1/} S-69
Deaths	C.A.2	C.A.3	C.A.5				

- 1/ Not required if treated by U.S. Public Health Service. In lieu of Form S-69 charges of physicians, hospitals, and vendors of appliances and supplies may be submitted on their own billhead stationery. Where S-69 is desired, refer request to Bureau of Employees' Compensation.
- 2/ Form C.A.3 is not required in these cases if the information regarding length of disability is given on Form C.A.2 and C.A.4.
- 3/ If injured employee has 1 or more eligible dependents submit Form C.A.4A with C.A.4.
- 4/ To be filled out upon termination of disability, whether or not there is a return to duty, and in the case of death.
- 5/ To be submitted each 15 days, covering from the 1st to the 15th, and 16th to the last day of month during disability period.

Description of Forms

The titles of the numbered forms referred to are listed below:

AB-1 Application for Review

#C.A.1 Employee's Notice of Injury or Occupational Disease

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#C.A.3 Report of Termination of Total or Partial Disability - Report of Death

#C.A.4 Claim for Compensation on Account of Injury

#C.A.4A Application for Augmented Compensation for Disability

C.A.4B Application for Award for Disfigurement

C.A.5 Claim for Compensation on Account of Death

#C.A.8 Claim for Continuance of Compensation on Account of Disability

#C.A.10 What to Do in Case of Injury (placard for posting)

#C.A.11 When Injured at Work (pamphlet for employees)

#C.A.16 Request for Treatment of Injury Under the United States
Employees' Compensation Act

#C.A.17 Request for Treatment of Injury Under United States Employees'
Compensation Act When Cause of Injury is in Doubt

C.A.20 Attending Physician's Report

#C.A.32 Report on Hernia (with Physician's Certificate)

C.A.42 Affidavit Relating to Representatives of Deceased Beneficiaries

S-69 Public Voucher for Services and Supplies of Hospitals and
Physicians
(This form not to be used unless desired by physician, hospital,
or vendor. Refer to Bureau of Employees' Compensation.)

Operating Budgets

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DISTRIBUTION: Division Directors and
 Staff Officers

August 8, 1962

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ECONOMICS

MANAGEMENT OPERATIONS STAFF

WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 106

Operating Budgets

I PURPOSE

This Circular prescribes the forms and procedures to be used in preparing operating budgets.

II GENERAL

A This Circular supersedes Agricultural Economics Circular No. 31, dated July 21, 1961.

B The Division of Budget and Finance (DBF) will notify each division and staff office of the amounts available under each appropriation or fund to finance its programs during the fiscal year. Formal notification will be through MOS-215, Allocation for Salaries and Administrative Expenses. Based on allocation data furnished by DBF, each division and staff office shall prepare the operating budgets prescribed herein.

III COMPOSITION AND SUBMISSION OF OPERATING BUDGETS

A Forms To Be Used. Use the following forms in preparing the operating budgets, and follow the procedures outlined in Section V.

Form MOS-890. Schedule of Personnel Compensation, Full-Time Permanent Positions.

Form MOS-891. Summary of Personnel Compensation.

Form MOS-892. Summary of Obligations, Man-Years, Positions, and June 30 Employment, By Fund.

Form MOS-893. Distribution of Allocation By Fund and Object Class.

Form MOS-885. Forecast of Employment and Man-Months.

Form MOS-886. Forecast of Obligations, By Months.

Form MOS-197. Passenger Car Statement.

Form MOS-198. Obligations by Geographical Distribution.

(III)

B Submission of Forms. Submit the above forms to DBF in an original and four copies. All of these forms, except Form MOS-198, must be transmitted to DBF not later than 15 days after conferees have reached agreement on the Appropriation Act, or 15 days after the final allocations, whichever is later. Submit Form MOS-198 to DBF not later than September 15.

IV GENERAL CRITERIA FOR SCHEDULE AND SUMMARY OF PERSONNEL COMPENSATION
(Forms MOS-890 and MOS-891)

A These forms should be prepared in two parts -- one set for funds covered in the Consolidated Schedule of Personnel Compensation and one set for AID funds. Do not show the same position on both schedules. Include each position under the fund from which it will be paid for the greater part of the year.

B The following definitions apply to MOS-890 and MOS-891 as indicated:

1 Full-time permanent positions (Form MOS-890) are those positions which will be filled for all or part of the year by employees working a regular 40-hour work week under an appointment having no time limitation. For purposes of the operating budget, temporary appointments pending establishment of register (TAPER) shall be considered as permanent.

2 Temporary employment (Form MOS-891) is full-time employment under an appointment having a definite or not to exceed (NTE) time limitation.

3 Part-time employment (Form MOS-891) is employment on a prearranged schedule of hours or days of work less than the basic work week of 40 hours.

4 Intermittent (WAE) (Form MOS-891) is employment on an intermittent (i.e., irregular or occasional) basis with hours or days of work not based on a prearranged schedule, and with compensation only for the time when actually employed or for services actually rendered.

V PREPARATION OF OPERATING BUDGETS

A Form MOS-890 will be used for listing all full-time permanent positions.

(V A)

1 GS Grades.

a Operating Titles - Column (a). Group all full-time permanent positions by grade in descending grade order. For all positions in grade 14 and above show title and list alphabetically by title within grade. Use operating titles when possible; otherwise, use classification titles. Enter in parentheses after the title the name (s) of the employee involved. For grades below 14, leave this column blank.

b GS Grade - Column (b). Enter the numerical designation of the position(s) (e.g., 14, 13, 12, 11, 9, etc.).

c No. of Positions - Column (c). Enter the number of positions applicable to each entry in column (b).

d Total Annual Salary Rates - Column (d). Determine the annual salary rate which will be in effect for the greater part of the fiscal year for each position. Enter the total of the annual salary rates opposite each item listed in column (c). The annual salary rate to be used is the actual salary rate paid for 52 weeks of 40 hours, shown on the second line for each GS grade in Exhibit A, attached. Calculate each new position at the minimum salary rate for its grade. The minimum salary for some new positions is the entrance salary at which initial employment for such positions is authorized by the Civil Service Commission.

2 Ungraded Positions. List ungraded positions under the headings listed below. Show titles for positions with an annual rate of \$12,210 or more. Show the annual rate rather than amount actually paid.

a Ungraded positions at annual rates:
 (1) \$12,210 or above;
 (2) less than \$12,210;

b Ungraded positions at hourly rates equivalent to less than \$12,210.

c All ungraded positions at volume rates.

(V)

B Form MOS-891. The items on this form are self-explanatory, with the following exceptions:

1 Deduct lapse. Show anticipated savings in man-years and salary, resulting from leave without pay, delay in filling vacancies or new positions, abolished positions, or filling of positions by temporary, part-time, or intermittent employment for part of the year.

2 (Deduct) portion of salaries shown above paid from other accounts and (Add) portion of salaries carried in other position schedules paid from this account. These are offsetting entries. If used, one should be shown on the AID Schedule and the other on the Consolidated Schedule.

3 Regular Pay Above 52-Week Base.^{1/} Enter in column (c) the estimated cost of regular salary payments above the cost for the 52-week base. The amount, if any, to be shown should not generally exceed 1/260th or 2/260ths of the base pay shown for the GS permanent full-time and ungraded employees paid on a biweekly basis, depending upon whether there are one or two days in excess of the regular 260 working days that make up each fiscal year.

C Form MOS-892. This form is to be used to distribute items on MOS-891 and June 30 employment by fund, and also to serve as a check sheet for all other operating budget forms submitted.

1 Column (b). Enter for each fund the amount of the allocation. Appropriated funds should be net -- excluding reimbursements. Reimbursements are to be entered on the applicable lines (specify fund to be reimbursed). Insert totals.

2 Column (c). Subtract column (d) from column (b).

3 Columns (d) thru (k). Enter on the line subtotal (Form MOS-891) -- columns (d) through (k) -- amounts from related totals and subtotals on Form MOS-891 Consolidated Schedule. Distribute these amounts by fund. Enter amounts for Agency for International Development from Form MOS-891. Total columns (d) through (k).

4 June 30 Employment - Columns (l), (m), and (n). Enter under "full-time" all employees on a regular 40-hour work week

^{1/} This paragraph is not applicable for fiscal year 1963.

(V C 4)

expected to be on the rolls as of June 30. Enter under "Other" all part-time and WAE employees working at any time during the month of June.

D Form MOS-893. Prepare one Form MOS-893 for all funds.

1 Total Amount Allocated - Column (b). Enter the total for each fund from Column (b) Form MOS-892.

2 Distribution by Object Class.

a Object Class 11 - Column (c). Enter the amount for each fund from Column (d) Form MOS-892. "Total Personnel Compensation."

b Object Classes 12 through 31.

(1) Distribute amounts shown in Column (c) Form MOS-892 "Object Classes 12-31".

(2) Object class 25 has two columns as follows:

(a) Reimbursement and advances to other Federal agencies. (This includes only estimated reimbursements and advances to other Federal agencies for services to be performed under specific agreements. List in a footnote the name of each Federal agency and the amount for the service.)

(b) Other services. (This includes all contractual services not otherwise classified.)

E Form MOS-885. This employment forecast will show the estimated number of employees and man-months at the end of each month. The dates of filling vacancies and new positions should be taken into consideration in preparing this form. For purposes of this forecast the following applies:

1 Full-time at end of month. Column (a) will be full-time employment having no time limitation; column (b) will be full-time employment having a definite or not-to-exceed time limitation. For June the total of these two columns must agree with the total of column (m) on Form MOS-892.

2 Part-time and WAE worked in month - Column (c). It will include, as end-of-month employment, the number of employees

(V E 2)

working at any time during the month. June employment must agree with the total of column (n) on Form MOS-892.

3 Total - Column (d) is the sum of Columns (a), (b), and (c).

4 D.C. - Column (e) and Field - Column (f) are a breakdown of the total entered in column (d).

5 Man-Months Total - Column (i). The grand total of the man-months shown in this column divided by 12 must equal the grand total man-years in Column (h) on Form MOS-892.

F Form MOS-886. This form (obligation forecast) in conjunction with Form MOS-885 will provide a basis for reviewing programs during the year. Special care should be taken by Division Directors to reflect any unusual program trends or activities in the forecast, so that status of fund reviews will be meaningful and based on sound data.

1 Total - Column (a). The total of this column must agree with the total of MOS-892 Column (b). Apportioned funds should be included for each quarter (third in case of SCS funds only) of the year in the same amounts as shown on Form MOS-157, Apportionment of Fund Requirements for Fiscal Year.

2 Personnel Compensation - Column (b). The total of this column must agree with the total of MOS-892 Column (d). Amounts in this column should be estimated on the basis of estimated man-months shown on Form MOS-885. Exhibit B "Average Cost of Periodic Step Increases, Fiscal Year 1963, to the End of Each Quarter and to the End of the Fiscal Year, Based on Effective Pay Periods", and Exhibit C (same title - re. F.Y. 1964) are attached as an aid in computing the data required as well as other uses.

3 Columns (c), (d), (e), and (f) are for object classes other than Personnel Compensation.

a If "all other" object classes are to be obligated at a fairly uniform rate throughout the year, use only column (f). Include in this column only those amounts not listed separately.

b If any major items are to be obligated only once or at other than a uniform monthly rate, use columns (c), (d), and (e). These columns may be used for either an object class, such as travel, or for part of an object class, such as research contracts.

(V

G Form MOS-197. Divisions operating Government-owned passenger-carrying vehicles shall prepare MOS-197 to show data, by the funds indicated on the number of cars currently on hand, the number of cars to be replaced, and the number of cars to be declared excess during the current fiscal year. In the columns provided, identify each car to be replaced or declared excess. Explain, by separate memorandum, plans for declaring cars excess to needs, and justify replacement of any car not meeting ERS or SRS replacement standards. Based on the review of requests and within the total numerical replacement authorization available to Agricultural Economics, the DBF, Budget Branch, will then issue official authorizations to the divisions for the replacement of passenger-carrying vehicles.

H Form MOS-198. Divisions and staff offices shall prepare a separate MOS-198 for the past fiscal year and for the current fiscal year for each of the funds (underlined) listed below.

ECONOMIC RESEARCH SERVICE

Salaries and Expenses

Farm Economics		Financial Projects
Marketing Economics		
Domestic and Foreign Economic		
Analysis		

Flood Prevention

Watershed Protection

STATISTICAL REPORTING SERVICE

Salaries and Expenses

Crop and Livestock Estimates		Financial Projects
Statistical Research & Service		

Make entries on the form as follows:

- 1 Obligations, Total - Column (b) may be left blank, unless the division or office desires this information for internal records.
- 2 Obligations, Estimated Reimbursements - Column (c) may be left blank, unless the division or office desires this information for internal records.

(V H

3 Obligations, Net Appropriation - Column (d).

a Distribute the amounts by States according to the location of the field offices or suboffices. If mailing costs are reflected on division or staff office records as Washington obligations, distribute such costs by the applicable State. Show research and service contracts for the past fiscal year in the State of the contractor. Show them for the current fiscal year in D.C.

b The "Grand Total" must equal the total obligations for the past fiscal year as reported by DBF and the amount shown on Form 892 Column (b) for the current year.

4 Financial Projects. Program divisions shall distribute the amount shown in column (d) by the appropriate financial projects. Staff offices and divisions will report in column (d) only.

VI SCHEDULE OF VACANCIES

Prepare a list of the vacancies that have been included in Form MOS-890. Beginning with the highest grade, show:

1. Title
2. Approximate date of filling position(s)
3. G S Grade
4. Number of positions under the same grade and title which will be filled on the same date. These may be grouped in a single line.
5. Annual salary rates for each position or group of positions.

Form MOS-890 may be used for this listing. Type in the word "Vacancies" above the title of the form.

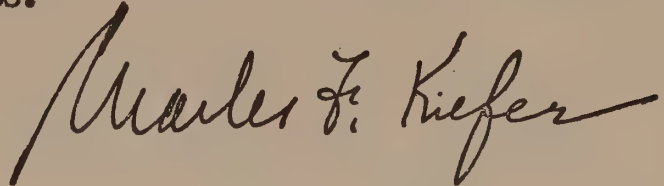
VII REVISION OF ESTIMATES IN OPERATING BUDGET

Divisions may be called upon to submit revised or new estimates to reflect any substantial change in:

1. Availability for the current year.
2. Estimated obligations, man-years, and employment.
3. Increases allowed by the Department for the budget year.

VIII SUPPLY OF FORMS

The MOS forms referred to in this circular are available in the Division of Administrative Services, MOS.

A handwritten signature in dark ink, reading "Charles F. Kiefer". The signature is fluid and cursive, with a long horizontal stroke at the end.

Charles F. Kiefer
Executive Director
Management Operations Staff

Attachments

SCHEDULE OF ANNUAL SALARY RATES FOR GS GRADES
AND ACTUAL RATES PAID FOR 52 WEEKS OF 40 HOURS EACH

NOTE: The first line for each grade sets forth the rates specified in the law;
the second line sets forth actual salary paid for 52 weeks.

GS	1st	2nd	3rd	4th	5th	6th	7th	LONGEVITY		
								8th	9th	10th
1	3,185	3,290	3,395	3,500	3,605	3,710	3,815	3,920	4,025	4,130
	3,203	3,307	3,411	3,515	3,619	3,723	3,827	3,931	4,035	4,139
2	3,500	3,605	3,710	3,815	3,920	4,025	4,130	4,235	4,340	4,445
	3,515	3,619	3,723	3,827	3,931	4,035	4,139	4,243	4,347	4,451
3	3,760	3,865	3,970	4,075	4,180	4,285	4,390	4,495	4,600	4,705
	3,765	3,869	3,973	4,077	4,181	4,306	4,410	4,514	4,618	4,722
4	4,040	4,145	4,250	4,355	4,460	4,565	4,670	4,775	4,880	4,985
	4,056	4,160	4,264	4,368	4,472	4,576	4,680	4,784	4,888	4,992
5	4,345	4,510	4,675	4,840	5,005	5,170	5,335	5,500	5,665	5,830
	4,347	4,514	4,680	4,846	5,013	5,179	5,346	5,512	5,678	5,845
6	4,830	4,995	5,160	5,325	5,490	5,655	5,820	5,985	6,150	6,315
	4,846	5,013	5,179	5,346	5,491	5,658	5,824	5,990	6,157	6,323
7	5,355	5,520	5,685	5,850	6,015	6,180	6,345	6,510	6,675	6,840
	5,366	5,533	5,699	5,866	6,032	6,198	6,365	6,510	6,677	6,843
8	5,885	6,050	6,215	6,380	6,545	6,710	6,875	7,040	7,205	7,370
	5,886	6,053	6,219	6,386	6,552	6,718	6,885	7,051	7,218	7,384
9	6,435	6,600	6,765	6,930	7,095	7,260	7,425	7,590	7,755	7,920
	6,443	6,614	6,781	6,947	7,114	7,280	7,426	7,592	7,758	7,925
10	6,995	7,160	7,325	7,490	7,655	7,820	7,985	8,150	8,315	8,480
	7,010	7,176	7,342	7,509	7,675	7,821	7,987	8,154	8,320	8,486
11	7,560	7,820	8,080	8,340	8,600	8,860		9,120	9,380	9,640
	7,571	7,821	8,091	8,341	8,611	8,861		9,131	9,381	9,651
12	8,955	9,215	9,475	9,735	9,995	10,255		10,515	10,775	11,035
	8,965	9,235	9,485	9,755	10,005	10,275		10,525	10,795	11,045
13	10,635	10,895	11,155	11,415	11,675	11,935		12,195	12,455	12,715
	10,650	10,899	11,170	11,419	11,690	11,939		12,210	12,459	12,730
14	12,210	12,470	12,730	12,990	13,250	13,510		13,770	14,030	14,290
	12,230	12,480	12,750	13,000	13,270	13,520		13,790	14,040	14,310
15	13,730	14,055	14,380	14,705	15,030			15,290	15,550	15,810
	13,749	14,061	14,394	14,706	15,038			15,309	15,558	15,829
16	15,255	15,515	15,775	16,035	16,295					
	15,267	15,517	15,787	16,037	16,307					
17	16,530	16,790	17,050	17,310	17,570					
	16,536	16,806	17,056	17,326	17,576					
18	18,500									
	18,512									

AVERAGE COST OF PERIODIC STEP INCREASES, FISCAL YEAR 1963, TO THE END OF EACH
QUARTER AND TO THE END OF THE FISCAL YEAR, BASED ON EFFECTIVE PAY PERIODS

(Based on salaries approved in July, 1960 by P.L. 86-568)

Salary	:	:	:	1/	:							
Range	:	3,185-4,985	:	4,345-8,480	:	7,030-17,570	:	13,730-15,030				
	:	GS-1 thru	:	GS-5 thru	:	GS-11 thru GS-14:						
Grade	:	GS-4	:	GS-10	:	GS-16 thru GS-17:	:	GS-15				
	:	Qtrly	Annual:	Qtrly	Annual:	Qtrly	Annual:	Qtrly	Annual			
	:	:	:	:	:	:	:	:	:			
7-1-62	:	26	 105	:	42	 167	:	68	 270	:	83	 332
7-8-62	:	24	 102	:	38	 163	:	62	 265	:	77	 326
7-22-62	:	20	 98	:	32	 157	:	52	 255	:	64	 314
8-5-62	:	16	 94	:	26	 150	:	42	 244	:	51	 301
8-19-62	:	12	 90	:	19	 144	:	31	 234	:	38	 288
9-2-62	:	8	 86	:	13	 138	:	21	 224	:	26	 275
9-16-62	:	4	 82	:	6	 131	:	10	 213	:	13	 262
9-30-62	:	-	 78	:	-	 125	:	-	 203	:	-	 250
	:	:	:	:	:	:	:	:	:	:	:	:
10-1-62	:	26	 -	:	42	 -	:	69	 -	:	84	 -
10-14-62	:	22	 74	:	36	 118	:	58	 192	:	72	 237
10-28-62	:	18	 70	:	29	 112	:	48	 182	:	59	 224
11-11-62	:	14	 66	:	23	 106	:	37	 172	:	46	 211
11-25-62	:	10	 62	:	17	 99	:	27	 161	:	33	 198
12-9-62	:	6	 58	:	10	 93	:	17	 151	:	20	 186
12-23-62	:	2	 54	:	4	 86	:	6	 140	:	8	 173
	:	:	:	:	:	:	:	:	:	:	:	:
1-1-63	:	26	 -	:	41	 -	:	67	 -	:	82	 -
1-6-63	:	24	 50	:	38	 80	:	62	 130	:	77	 160
1-20-63	:	20	 46	:	32	 74	:	52	 120	:	64	 147
2-3-63	:	16	 42	:	26	 67	:	42	 109	:	51	 134
2-17-63	:	12	 38	:	19	 61	:	31	 99	:	38	 122
3-3-63	:	8	 34	:	13	 54	:	21	 88	:	26	 109
3-17-63	:	4	 30	:	6	 48	:	10	 78	:	13	 96
3-31-63	:	-	 26	:	-	 42	:	-	 68	:	-	 83
	:	:	:	:	:	:	:	:	:	:	:	:
4-1-63	:	26	 -	:	42	 -	:	68	 -	:	83	 -
4-14-63	:	22	 22	:	35	 35	:	57	 57	:	70	 70
4-28-63	:	18	 18	:	29	 29	:	47	 47	:	58	 58
5-12-63	:	14	 14	:	22	 22	:	36	 36	:	45	 45
5-26-63	:	10	 10	:	16	 16	:	26	 26	:	32	 32
6-9-63	:	6	 6	:	10	 10	:	16	 16	:	19	 19
6-23-63	:	2	 2	:	3	 3	:	5	 5	:	6	 6

ALL FIGURES ARE ROUNDED OFF TO THE NEAREST DOLLAR -

USE THIS CHART FOR ESTIMATES ONLY.

Note: The first column indicates the cost through the current quarter, the second column indicates the cost through the fiscal year.

1/ Use this column for GS-15 longevity increases.

8/8/62

AVERAGE COST OF PERIODIC STEP INCREASES, FISCAL YEAR 1964, TO THE END OF EACH QUARTER AND TO THE END OF THE FISCAL YEAR, BASED ON EFFECTIVE PAY PERIODS

(Based on salaries approved in July, 1960 by P.L. 86-568)

Salary	:	:	:	:	:	:	:	:	:	:	:	:
Range	:	3,185-4,985	:	4,345-8,480	:	7,560-17,570	:	13,730-15,030	:	:	:	:
	:	GS-1 thru	:	GS-5 thru	:	GS-11 thru GS-14:	:		:	:	:	:
Grade	:	GS-4	:	GS-10	:	GS-16 thru GS-17:	:	GS-15	:	:	:	:
	:	Qtrly	Annual:	Qtrly	Annual:	Qtrly	Annual:	Qtrly	Annual:	Qtrly	Annual:	
7-1-63	:	26	104	:	42	167	:	69	272	:	84	334
7-7-63	:	24	102	:	39	164	:	63	266	:	78	328
7-21-63	:	20	98	:	33	157	:	53	256	:	65	315
8-4-63	:	16	94	:	26	151	:	43	246	:	52	302
8-18-63	:	12	90	:	20	145	:	32	235	:	40	289
9-1-63	:	8	86	:	13	138	:	22	225	:	27	276
9-15-63	:	4	82	:	7	132	:	11	214	:	14	264
9-29-63	:	-	78	:	-	125	:	-	204	:	-	251
10-1-63	:	26	-	:	42	-	:	69	-	:	84	-
10-13-63	:	23	74	:	36	119	:	59	193	:	73	238
10-27-63	:	19	70	:	30	113	:	49	183	:	60	225
11-10-63	:	15	66	:	24	106	:	38	173	:	47	212
11-24-63	:	11	62	:	17	100	:	28	162	:	34	200
12-8-63	:	7	58	:	11	93	:	18	152	:	22	187
12-22-63	:	3	54	:	4	87	:	7	141	:	9	174
1-1-64	:	26	-	:	42	-	:	67	-	:	83	-
1-5-64	:	25	50	:	40	81	:	64	131	:	79	161
1-19-64	:	21	46	:	33	74	:	54	121	:	67	148
2-2-64	:	17	42	:	27	68	:	44	110	:	54	136
2-16-64	:	13	38	:	20	61	:	33	100	:	41	123
3-1-64	:	9	34	:	14	55	:	23	89	:	28	110
3-15-64	:	5	30	:	8	49	:	12	79	:	15	97
3-29-64	:	1	27	:	1	42	:	2	69	:	3	85
4-1-64	:	26	-	:	41	-	:	67	-	:	82	-
4-12-64	:	22	22	:	36	36	:	56	56	:	72	72
4-26-64	:	18	18	:	29	29	:	46	46	:	59	59
5-10-64	:	14	14	:	23	23	:	35	35	:	46	46
5-24-64	:	10	10	:	17	17	:	25	25	:	33	33
6-8-64	:	6	6	:	10	10	:	15	15	:	20	20
6-22-64	:	2	2	:	4	4	:	4	4	:	8	8

ALL FIGURES ARE ROUNDED OFF TO THE NEAREST DOLLAR -

USE THIS CHART FOR ESTIMATES ONLY.

Note: The first column indicates the cost through the current quarter, the second column indicates the cost through the fiscal year.

1/ Use this column for GS-15 longevity increases.

8/8/62

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ECONOMICS

MANAGEMENT OPERATIONS STAFF

WASHINGTON 25, D.C.

*Approved by
Chapter 3220
Aug 20 1962
9-20-62*

AGRICULTURAL ECONOMICS CIRCULAR No. 107

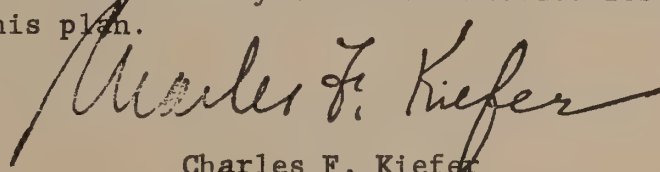
Evaluating and Classifying Research Positions

This circular transmits Section 3221, Evaluating and Classifying Research Positions. This Section is to be incorporated in the new Agricultural Economics Procedures System as soon as it is issued in the near future. It is being distributed prior to the issuance of the new system because of immediate need for installation of the Research Position Evaluation Plan throughout the Economic Research Service and the Standards and Research Division of the Statistical Reporting Service.

The attached instruction which provides the basic policy and procedural framework for installation and use of the Research Position Evaluation Plan in Agricultural Economics was submitted to the Office of Personnel of the Department for prior approval. However, because the plan is an extension of the U. S. Civil Service Commission's "Guide for Evaluation of Positions in Basic and Applied Research," which does not apply directly to positions in social science research, and because of a current study by the Civil Service Commission of the occupational standards for economist positions, the Department Office of Personnel felt they could not approve the plan at this time. However, they interposed no objection to use of the plan in Agricultural Economics provided the position classification results obtained were not inconsistent with existing conventional classification standards and principles.

The Department Office of Personnel is holding our request for approval without action pending receipt of the tentative draft of occupational standards for economists from the Civil Service Commission. When the proposed occupational standards are received in the Department, DP and the Department Office of Personnel will jointly review and compare the proposed standards with the plan contained herein and based on the findings, the Department Office of Personnel will either finally approve or disapprove the plan.

The Division of Personnel will work closely with the affected research divisions in implementing this plan.



Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS

TITLE 3200 - ORGANIZATION, POSITION CLASSIFICATION, AND
PAY ADMINISTRATION

CHAPTER 3220 - POSITION CLASSIFICATION

Contents

- 3221 EVALUATING AND CLASSIFYING RESEARCH POSITIONS
 - 3221.1 General
 - 3221.2 Policy
 - 3221.3 Research Evaluation Guide
 - 3221.4 Evaluation Committees
 - 3221.5 Submission of Cases for Committee Consideration
 - 3221.6 Prior Approval Requirements for Grades GS-14 and Above
 - 3221.7 Position Review
 - 3221.8 Reconsideration of Cases Not Approved
 - 3221.9 Appeals

TITLE 3200 - ORGANIZATION, POSITION CLASSIFICATION, AND
PAY ADMINISTRATION

CHAPTER 3220 - POSITION CLASSIFICATION

3221 EVALUATING AND CLASSIFYING RESEARCH POSITIONS

3221.1 General. This section outlines Agricultural Economics policy and procedures for evaluating and classifying professional positions involved in the conduct and/or leadership of research, as defined in Exhibit A, Criteria for Applying Civil Service Commission Guide for Evaluation of Research Positions.

The development of a logical and equitable salary administration program for professional research positions has long been a complex problem, both within and outside the Federal Service. Until recently, grade levels for such positions within the Federal Service were evaluated almost entirely on the basis of the duties and responsibilities assigned to each position, without direct recognition of the effect which the creative ability and demonstrated achievement of the individual may have had on the position occupied, or to be occupied. The evaluation method covered in this section is designed to apply to research positions in which the level of responsibility is inherently dependent on the personal creativity and original contribution of the individual engaged in the particular research assignment being evaluated.

3221.2 Policy. Opportunities exist within authorized activities of ERS and SRS for research of the highest order. Accordingly, it is the Agricultural Economics policy that professional research positions in ERS and SRS, grades GS-13 and above involved in the actual conduct and/or leadership of research be based on an evaluation of the complexity of the research assignment and the quality level of the incumbent measured in terms of the individual's demonstrated ability, accomplishment, established recognition in his field, and capacity to produce high quality research.

3221.3 Research Evaluation Guide.

A. The Civil Service Commission has published a "Guide for the Evaluation of Positions in Basic and Applied Research," which considers directly the impact of the individual on the job and the relationship of such impact to his grade level. The guide applies specifically by reference to positions in the biological, medical, physical, or mathematical sciences, in engineering, or in psychology, in grades GS-11 and above which primarily involve the conduct and/or leadership of research.

TITLE 3200 - ORGANIZATION, POSITION CLASSIFICATION, AND
PAY ADMINISTRATION

It covers such positions whether they are filled by new employees or personnel transferring from other agencies, as well as the reclassification of an employee's present position. However, the guide does not apply to the classification of professional positions involved primarily in the direction and administration of research, nor to those support positions involved in servicing rather than actually conducting research.

B. While the guide does not specifically apply to social science research positions, it is being extended to such positions on a highly selective basis. Attached as Exhibit A are the basic criteria which must be met for extension of the guide to individual social science research positions in Agricultural Economics.

C. As indicated in paragraph 3221.2, in Agricultural Economics the guide will apply only to positions in grades GS-13 and above. Positions in grades GS-12 and below will be evaluated through use of conventional standards and regular methods already established for classification of positions generally.

3221.4 Evaluation Committees.

A. Establishment and Membership. A key feature of the Research Evaluation Guide is the provision for establishment of evaluation committees with joint research personnel - position classifier membership to evaluate individual research workers and their positions. In Agricultural Economics the evaluation of researchers and their positions will be made by committees appointed by the respective Administrators of ERS and SRS, with concurrence by the Director, DP, MOS.

1. In ERS there will be five committees, i.e., three division committees, one interdivision committee, and one ERS review committee. The Economic and Statistical Analysis, Farm Economics, and Marketing Economics Divisions will each have a division committee. The interdivision committee will service the Development and Trade Analysis and Regional Analysis Divisions. The ERS review committee will be an ad hoc committee at the Administrator's level to review recommendations of division committees and the interdivision committee on GS-15 positions.

TITLE 3200 - ORGANIZATION, POSITION CLASSIFICATION, AND
PAY ADMINISTRATION

Each committee will include a chairman (Deputy or Assistant Division Director for division committees, and Deputy Administrator for interdivision and ad hoc review committees); a position classifier from DP, MOS, with delegated classification authority; and, except for the ad hoc review committee, a sufficient number of research personnel (GS-13 and above, exclusive of persons in organizational hierarchy such as branch chiefs and section heads) to represent the various research disciplines. Members of the ad hoc review committee other than the chairman and position classifier will be designated as required. In addition, each division committee and the interdivision committee will have a participating voting member designated by the Administrator, with concurrence of the Director, DP, from one of the other committees. The chairman and committee members of division and interdivision committees will each have an alternate to facilitate prompt committee operations. In addition, each of these committees will have an executive secretary (and an alternate) to be appointed by the chairman from his program staff. The executive secretary will be a nonvoting member of the committee.

2. In SRS there will be an ad hoc committee. The committee will include the Deputy Administrator as chairman, a position classifier from DP, MOS, with delegated classification authority, and an adequate membership to represent depth of professional knowledge in a particular research discipline as needed in the evaluation of individual cases. Membership will normally be drawn from SRS, but when needed will be drawn from ERS as well as SRS. In addition, the committee will have an executive secretary to be appointed by the chairman from his program staff who will be a nonvoting member of the committee.

B. Committee Duties. The evaluation committees will review proposed position classification actions for positions in grades GS-13 and above which primarily involve the conduct and/or leadership of research. This review will include an analysis and evaluation of (1) the assigned area of research in terms of scope of responsibility, inherent difficulty and complexity; and (2) the quality of performance of the researcher as measured by demonstrated competence, accomplishments, and standing in his field.

TITLE 3200 - ORGANIZATION, POSITION CLASSIFICATION, AND
PAY ADMINISTRATION

On the basis of this review and evaluation, the grade level assignable to positions and incumbents will be determined.

C. Committee Meetings.

1. The committee chairman is responsible for calling meetings, as necessary, to consider, discuss, and reach an evaluation result on requests for proposed classification actions.

2. The executive secretary will assure that all material necessary for consideration is available for review by committee members at least one week prior to the meeting. Before the meeting, each member shall review and evaluate individually all cases by application of the criteria set forth in Exhibit A and the Research Evaluation Guide.

D. Committee Operations.

1. After reviewing and discussing the case under consideration, the committee will determine a consensus rating under the guide. The committee, as a body, may then approve or reject the request. It may also withhold action on any case until additional required information is furnished. Any of the above actions must be unanimous among the members present. If a unanimous decision cannot be reached, the committee chairman shall submit the case with all relevant facts involved to the respective office of the Administrator for review and determination.

2. For lateral movements of research personnel to research assignments which are similar to the one in which the position and incumbent have been evaluated by a committee, the committee may, at their option, review the new assignment and dispose of the case without a full scale evaluation.

3. The chairman shall report, in writing, the committee's decisions to the director of the division concerned and to the respective Administrator.

E. Confidential Nature of Committee Discussions and Materials.
Committee discussions and related materials used or created by the committee are administratively confidential in nature.

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3221.5 Submission of Cases for Committee Consideration.

A. Initiation of Requests. The division concerned shall initiate requests for the classification of positions covered by this section. When initiating requests, the division shall follow its normal procedure for submitting classification requests except that all such requests shall be signed by the division director.

DP, MOS, may request, as a result of post-audit review, that cases be submitted for committee consideration.

B. Preparation of Material for Evaluation. A division official who is well-acquainted with both the research assignment and the particular researcher's accomplishments shall prepare all cases for committee consideration in the format outlined in Exhibit B.

3221.6 Prior Approval Requirements for Grades GS-14 and Above. Classification actions for positions at grades GS-14 and above except in the case of a GS-14 when there is a GS-15 above and directly related to it already approved, require approval of the respective Administrator and clearance in the Office of Personnel. Following committee action, DP, MOS, will request the necessary approvals and clearances.

3221.7 Position Review. DP, MOS, shall periodically make reviews within divisions to assure that the evaluation plan is applied equitably. On the basis of such review, DP will make appropriate recommendations to the division director on individual cases requiring initial evaluation or re-evaluation. This review by DP in no way relieves program supervisors and managers of their basic responsibilities in the classification area for otherwise following sound classification principles and practices.

3221.8 Reconsideration of Cases Not Approved. Divisions may submit for reconsideration requests which have been disapproved by the committee any time after ninety (90) days have elapsed following the initial consideration.

3221.9 Appeals. Any employee has the normal classification appeal rights which are outlined in Appendix II of the Employee Handbook #23. He may direct any questions about these rights to DP, MOS.

TITLE 3200 - ORGANIZATION, POSITION CLASSIFICATION, AND
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CRITERIA FOR APPLYING CIVIL SERVICE COMMISSION
GUIDE FOR EVALUATION OF RESEARCH POSITIONS

The criteria described below shall determine applicability of the Civil Service Commission's "Guide for Evaluation of Positions in Basic and Applied Research." When all four criteria, or those numbered I, II, and IV, are met as defined, individual research positions or research leader positions proposed for GS-13 and above will be evaluated in accordance with the principles and evaluation technique prescribed in the guide.

As noted in the guide, such positions must operate at the level of responsibility typically associated with, or in the case of research leaders, comparable to the independent performance of research projects or studies in which it is the personal responsibility of the incumbent to define the research problem, plan the research attack, execute the study, and organize, evaluate, and document the results. The characteristics of these responsibilities are described in more detail in the criteria as set forth below.

I. Recognition and Definition of Research Problem.

A. Recognition that a stated problem is frequently only symptomatic of a broader and more basic problem. The problem, as stated, may not be the relevant research problem which must be identified and defined.

B. Evaluation in depth of available source materials as they relate to the research problem. These include other research studies and "value judgements" of industry, farm groups, consumer groups, the public, and the Congress.

C. Determination of relevant research questions which includes:

1. Identification of relationships among "basic" variables or factors involved in the problem.
2. Delineation of size, scope, and significance of the problem.
3. Determination of objectives that are feasible and operational.

EXHIBIT A (2)

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II. Determination of Research Approach.

For this criterion capacity is not only demonstrated through recognition of which tools of analysis and methods of data collection are appropriate, but also in the choice of those analytical techniques which yield maximum information and results with least investment in staff resources and funds.

- A. Determination of relevant theory and methodology or lack thereof.
- B. Improvisation of new theory or adaptation of existing theory.
- C. Formulation of research hypotheses.
- D. Development of the plan of research work to be undertaken.
- E. Development of sampling design or other research basis for analysis of data.

III. Collection and Analysis of Data.

- A. Determine facts and data needed to complete the research.
- B. Determine method of data collection and probable reliability; e.g., construct and pretest data collection schedule where such schedules are involved.
- C. Collect and tabulate data.
- D. Analyze data and test hypotheses through application of statistical or other analytical techniques. (In this stage a critical point is how relevant is the data collection and analysis to explicit hypotheses and models developed in advance of data collection.)

IV. Evaluation and Interpretation.

- A. Specify answers to relevant research questions (relationship of quantitative or qualitative results in supporting or denying hypotheses.)

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B. Interpret application and validity of answers to questions raised by the research problem.

C. Develop interpretations for significant use by industry, farm groups, consumers, the public, or the Congress; or by the policy maker in implementing or changing policy; or identify for other research workers new approaches, techniques and additional knowledge as a result of the research undertaken.

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PREPARATION OF INFORMATION FOR EVALUATION BY COMMITTEES UNDER
THE GUIDE FOR EVALUATION OF RESEARCH POSITIONS

Submit information on the individual positions under the following six headings: (The first three items should not exceed two type-written pages.)

- I. Research Assignment
- II. Supervision and Guidance Received
- III. Supervisory and Team Leadership
- IV. Research Accomplishment
- V. Personal Data
- VI. Other Significant Information

The above outline may be supplemented with other material that, in your opinion, is important in evaluating the research. The items listed under "Research Accomplishment," and "Personal Data," are to provide factual background information showing the competence of a researcher in a given assignment, and the information under these headings should not be considered as being all inclusive nor of equal value.

I. Research Assignment. Identify (a) the field of research, and (b) outline specifically the problems, research objectives, and/or lines of research that constitute the individual's research activities or program. If the assignment is a part of team approach, be specific in showing the individual's part (not the total). The inherent complexity and difficulty of the research assignment due to any variables, problems in methodology and instrumentation, lack of literature and precedent studies, etc., should be pointed out.

II. Supervision and Guidance Received. Identify the supervisor by organization or working title, or working responsibility, and describe the nature and purpose of the supervision received. The description should clearly define (a) the degree of responsibility of the individual for selecting problems, defining specific objectives, organizing, planning, executing, interpreting, and reporting the research; (b) kinds of actions that require approval of supervisor; (c) nature and extent of authority to speak or act for the section, branch, or other organizational level in dealing with professional, non-professional, or other cooperating or interested groups.

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EXHIBIT B (2)

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III. Supervisory and Team Leadership. Describe the type of technical leadership exercised in the research job of selecting problems, defining objectives, organizing, planning, evaluating, and reporting, as:

- A. An active member of a cooperative research team (individual team members may be from Federal, State or private cooperating agencies).
- B. Supervising researchers officially assigned to his program (include the titles, grades, and locations of researchers supervised.)

IV. Research Accomplishment. Identify the individual's significant accomplishments in research and give an evaluation of the significance, difficulty, and/or originality of the accomplishment in terms of the subject-matter field, or as judged by specialists in the field.

V. Personal Data.

- A. Brief educational background and work experience or employment history citing dates.
- B. List of publications. Complete listing in chronological order with names of authors in the order they appear and cite publication.
- C. Representative samples of the more recent publications or reports documenting significant accomplishments and illustrating the quality of research.
- D. List and describe briefly honors and awards received and any special invitations to present papers before professional societies.
- E. List the individual's background and experience in (1) offices held in professional societies; (2) participation in technical conferences, workshops, etc.; (3) serving as consultant (names of organization and nature of contribution); (4) special assignments in the Department or on related work.

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VI. Other Significant Information. List or narratively present any information not covered in items I through V which you consider important in the evaluation of the individual as a researcher.

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UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ECONOMICS

MANAGEMENT OPERATIONS STAFF

WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 107

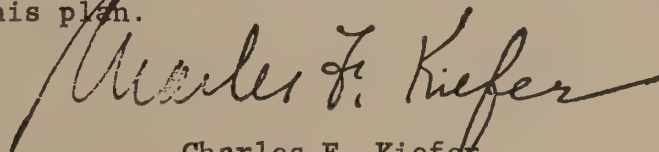
Evaluating and Classifying Research Positions

This circular transmits Section 3221, Evaluating and Classifying Research Positions. This Section is to be incorporated in the new Agricultural Economics Procedures System as soon as it is issued in the near future. It is being distributed prior to the issuance of the new system because of immediate need for installation of the Research Position Evaluation Plan throughout the Economic Research Service and the Standards and Research Division of the Statistical Reporting Service.

The attached instruction which provides the basic policy and procedural framework for installation and use of the Research Position Evaluation Plan in Agricultural Economics was submitted to the Office of Personnel of the Department for prior approval. However, because the plan is an extension of the U. S. Civil Service Commission's "Guide for Evaluation of Positions in Basic and Applied Research," which does not apply directly to positions in social science research, and because of a current study by the Civil Service Commission of the occupational standards for economist positions, the Department Office of Personnel felt they could not approve the plan at this time. However, they interposed no objection to use of the plan in Agricultural Economics provided the position classification results obtained were not inconsistent with existing conventional classification standards and principles.

The Department Office of Personnel is holding our request for approval without action pending receipt of the tentative draft of occupational standards for economists from the Civil Service Commission. When the proposed occupational standards are received in the Department, DP and the Department Office of Personnel will jointly review and compare the proposed standards with the plan contained herein and based on the findings, the Department Office of Personnel will either finally approve or disapprove the plan.

The Division of Personnel will work closely with the affected research divisions in implementing this plan.



Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
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TITLE 3200 - ORGANIZATION, POSITION CLASSIFICATION, AND
PAY ADMINISTRATION

CHAPTER 3220 - POSITION CLASSIFICATION

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 - 3221.2 Policy
 - 3221.3 Research Evaluation Guide
 - 3221.4 Evaluation Committees
 - 3221.5 Submission of Cases for Committee Consideration
 - 3221.6 Prior Approval Requirements for Grades GS-14 and Above
 - 3221.7 Position Review
 - 3221.8 Reconsideration of Cases Not Approved
 - 3221.9 Appeals

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CHAPTER 3220 - POSITION CLASSIFICATION

3221 EVALUATING AND CLASSIFYING RESEARCH POSITIONS

3221.1 General. This section outlines Agricultural Economics policy and procedures for evaluating and classifying professional positions involved in the conduct and/or leadership of research, as defined in Exhibit A, Criteria for Applying Civil Service Commission Guide for Evaluation of Research Positions.

The development of a logical and equitable salary administration program for professional research positions has long been a complex problem, both within and outside the Federal Service. Until recently, grade levels for such positions within the Federal Service were evaluated almost entirely on the basis of the duties and responsibilities assigned to each position, without direct recognition of the effect which the creative ability and demonstrated achievement of the individual may have had on the position occupied, or to be occupied. The evaluation method covered in this section is designed to apply to research positions in which the level of responsibility is inherently dependent on the personal creativity and original contribution of the individual engaged in the particular research assignment being evaluated.

3221.2 Policy. Opportunities exist within authorized activities of ERS and SRS for research of the highest order. Accordingly, it is the Agricultural Economics policy that professional research positions in ERS and SRS, grades GS-13 and above involved in the actual conduct and/or leadership of research be based on an evaluation of the complexity of the research assignment and the quality level of the incumbent measured in terms of the individual's demonstrated ability, accomplishment, established recognition in his field, and capacity to produce high quality research.

3221.3 Research Evaluation Guide.

A. The Civil Service Commission has published a "Guide for the Evaluation of Positions in Basic and Applied Research," which considers directly the impact of the individual on the job and the relationship of such impact to his grade level. The guide applies specifically by reference to positions in the biological, medical, physical, or mathematical sciences, in engineering, or in psychology, in grades GS-11 and above which primarily involve the conduct and/or leadership of research.

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It covers such positions whether they are filled by new employees or personnel transferring from other agencies, as well as the reclassification of an employee's present position. However, the guide does not apply to the classification of professional positions involved primarily in the direction and administration of research, nor to those support positions involved in servicing rather than actually conducting research.

B. While the guide does not specifically apply to social science research positions, it is being extended to such positions on a highly selective basis. Attached as Exhibit A are the basic criteria which must be met for extension of the guide to individual social science research positions in Agricultural Economics.

C. As indicated in paragraph 3221.2, in Agricultural Economics the guide will apply only to positions in grades GS-13 and above. Positions in grades GS-12 and below will be evaluated through use of conventional standards and regular methods already established for classification of positions generally.

3221.4 Evaluation Committees.

A. Establishment and Membership. A key feature of the Research Evaluation Guide is the provision for establishment of evaluation committees with joint research personnel - position classifier membership to evaluate individual research workers and their positions. In Agricultural Economics the evaluation of researchers and their positions will be made by committees appointed by the respective Administrators of ERS and SRS, with concurrence by the Director, DP, MOS.

1. In ERS there will be five committees, i.e., three division committees, one interdivision committee, and one ERS review committee. The Economic and Statistical Analysis, Farm Economics, and Marketing Economics Divisions will each have a division committee. The interdivision committee will service the Development and Trade Analysis and Regional Analysis Divisions. The ERS review committee will be an ad hoc committee at the Administrator's level to review recommendations of division committees and the interdivision committee on GS-15 positions.

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Each committee will include a chairman (Deputy or Assistant Division Director for division committees, and Deputy Administrator for interdivision and ad hoc review committees); a position classifier from DP, MOS, with delegated classification authority; and, except for the ad hoc review committee, a sufficient number of research personnel (GS-13 and above, exclusive of persons in organizational hierarchy such as branch chiefs and section heads) to represent the various research disciplines. Members of the ad hoc review committee other than the chairman and position classifier will be designated as required. In addition, each division committee and the interdivision committee will have a participating voting member designated by the Administrator, with concurrence of the Director, DP, from one of the other committees. The chairman and committee members of division and interdivision committees will each have an alternate to facilitate prompt committee operations. In addition, each of these committees will have an executive secretary (and an alternate) to be appointed by the chairman from his program staff. The executive secretary will be a nonvoting member of the committee.

2. In SRS there will be an ad hoc committee. The committee will include the Deputy Administrator as chairman, a position classifier from DP, MOS, with delegated classification authority, and an adequate membership to represent depth of professional knowledge in a particular research discipline as needed in the evaluation of individual cases. Membership will normally be drawn from SRS, but when needed will be drawn from ERS as well as SRS. In addition, the committee will have an executive secretary to be appointed by the chairman from his program staff who will be a nonvoting member of the committee.

B. Committee Duties. The evaluation committees will review proposed position classification actions for positions in grades GS-13 and above which primarily involve the conduct and/or leadership of research. This review will include an analysis and evaluation of (1) the assigned area of research in terms of scope of responsibility, inherent difficulty and complexity; and (2) the quality of performance of the researcher as measured by demonstrated competence, accomplishments, and standing in his field.

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On the basis of this review and evaluation, the grade level assignable to positions and incumbents will be determined.

C. Committee Meetings.

1. The committee chairman is responsible for calling meetings, as necessary, to consider, discuss, and reach an evaluation result on requests for proposed classification actions.

2. The executive secretary will assure that all material necessary for consideration is available for review by committee members at least one week prior to the meeting. Before the meeting, each member shall review and evaluate individually all cases by application of the criteria set forth in Exhibit A and the Research Evaluation Guide.

D. Committee Operations.

1. After reviewing and discussing the case under consideration, the committee will determine a consensus rating under the guide. The committee, as a body, may then approve or reject the request. It may also withhold action on any case until additional required information is furnished. Any of the above actions must be unanimous among the members present. If a unanimous decision cannot be reached, the committee chairman shall submit the case with all relevant facts involved to the respective office of the Administrator for review and determination.

2. For lateral movements of research personnel to research assignments which are similar to the one in which the position and incumbent have been evaluated by a committee, the committee may, at their option, review the new assignment and dispose of the case without a full scale evaluation.

3. The chairman shall report, in writing, the committee's decisions to the director of the division concerned and to the respective Administrator.

E. Confidential Nature of Committee Discussions and Materials.
Committee discussions and related materials used or created by the committee are administratively confidential in nature.

TITLE 3200 - ORGANIZATION, POSITION CLASSIFICATION, AND
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3221.5 Submission of Cases for Committee Consideration.

A. Initiation of Requests. The division concerned shall initiate requests for the classification of positions covered by this section. When initiating requests, the division shall follow its normal procedure for submitting classification requests except that all such requests shall be signed by the division director.

DP, MOS, may request, as a result of post-audit review, that cases be submitted for committee consideration.

B. Preparation of Material for Evaluation. A division official who is well-acquainted with both the research assignment and the particular researcher's accomplishments shall prepare all cases for committee consideration in the format outlined in Exhibit B.

3221.6 Prior Approval Requirements for Grades GS-14 and Above. Classification actions for positions at grades GS-14 and above except in the case of a GS-14 when there is a GS-15 above and directly related to it already approved, require approval of the respective Administrator and clearance in the Office of Personnel. Following committee action, DP, MOS, will request the necessary approvals and clearances.

3221.7 Position Review. DP, MOS, shall periodically make reviews within divisions to assure that the evaluation plan is applied equitably. On the basis of such review, DP will make appropriate recommendations to the division director on individual cases requiring initial evaluation or re-evaluation. This review by DP in no way relieves program supervisors and managers of their basic responsibilities in the classification area for otherwise following sound classification principles and practices.

3221.8 Reconsideration of Cases Not Approved. Divisions may submit for reconsideration requests which have been disapproved by the committee any time after ninety (90) days have elapsed following the initial consideration.

3221.9 Appeals. Any employee has the normal classification appeal rights which are outlined in Appendix II of the Employee Handbook #23. He may direct any questions about these rights to DP, MOS.

TITLE 3200 - ORGANIZATION, POSITION CLASSIFICATION, AND
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CRITERIA FOR APPLYING CIVIL SERVICE COMMISSION
GUIDE FOR EVALUATION OF RESEARCH POSITIONS

The criteria described below shall determine applicability of the Civil Service Commission's "Guide for Evaluation of Positions in Basic and Applied Research." When all four criteria, or those numbered I, II, and IV, are met as defined, individual research positions or research leader positions proposed for GS-13 and above will be evaluated in accordance with the principles and evaluation technique prescribed in the guide.

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A. Recognition that a stated problem is frequently only symptomatic of a broader and more basic problem. The problem, as stated, may not be the relevant research problem which must be identified and defined.

B. Evaluation in depth of available source materials as they relate to the research problem. These include other research studies and "value judgments" of industry, farm groups, consumer groups, the public, and the Congress.

C. Determination of relevant research questions which includes:

1. Identification of relationships among "basic" variables or factors involved in the problem.
2. Delineation of size, scope, and significance of the problem.
3. Determination of objectives that are feasible and operational.

EXHIBIT A (2)

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II. Determination of Research Approach.

For this criterion capacity is not only demonstrated through recognition of which tools of analysis and methods of data collection are appropriate, but also in the choice of those analytical techniques which yield maximum information and results with least investment in staff resources and funds.

- A. Determination of relevant theory and methodology or lack thereof.
- B. Improvisation of new theory or adaptation of existing theory.
- C. Formulation of research hypotheses.
- D. Development of the plan of research work to be undertaken.
- E. Development of sampling design or other research basis for analysis of data.

III. Collection and Analysis of Data.

- A. Determine facts and data needed to complete the research.
- B. Determine method of data collection and probable reliability; e.g., construct and pretest data collection schedule where such schedules are involved.
- C. Collect and tabulate data.
- D. Analyze data and test hypotheses through application of statistical or other analytical techniques. (In this stage a critical point is how relevant is the data collection and analysis to explicit hypotheses and models developed in advance of data collection.)

IV. Evaluation and Interpretation.

- A. Specify answers to relevant research questions (relationship of quantitative or qualitative results in supporting or denying hypotheses.)

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B. Interpret application and validity of answers to questions raised by the research problem.

C. Develop interpretations for significant use by industry, farm groups, consumers, the public, or the Congress; or by the policy maker in implementing or changing policy; or identify for other research workers new approaches, techniques and additional knowledge as a result of the research undertaken.

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PREPARATION OF INFORMATION FOR EVALUATION BY COMMITTEES UNDER
THE GUIDE FOR EVALUATION OF RESEARCH POSITIONS

Submit information on the individual positions under the following six headings: (The first three items should not exceed two type-written pages.)

- I. Research Assignment
- II. Supervision and Guidance Received
- III. Supervisory and Team Leadership
- IV. Research Accomplishment
- V. Personal Data
- VI. Other Significant Information

The above outline may be supplemented with other material that, in your opinion, is important in evaluating the research. The items listed under "Research Accomplishment," and "Personal Data," are to provide factual background information showing the competence of a researcher in a given assignment, and the information under these headings should not be considered as being all inclusive nor of equal value.

I. Research Assignment. Identify (a) the field of research, and (b) outline specifically the problems, research objectives, and/or lines of research that constitute the individual's research activities or program. If the assignment is a part of team approach, be specific in showing the individual's part (not the total). The inherent complexity and difficulty of the research assignment due to any variables, problems in methodology and instrumentation, lack of literature and precedent studies, etc., should be pointed out.

II. Supervision and Guidance Received. Identify the supervisor by organization or working title, or working responsibility, and describe the nature and purpose of the supervision received. The description should clearly define (a) the degree of responsibility of the individual for selecting problems, defining specific objectives, organizing, planning, executing, interpreting, and reporting the research; (b) kinds of actions that require approval of supervisor; (c) nature and extent of authority to speak or act for the section, branch, or other organizational level in dealing with professional, non-professional, or other cooperating or interested groups.

EXHIBIT B (2)

TITLE 3200 - ORGANIZATION, POSITION CLASSIFICATION, AND
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III. Supervisory and Team Leadership. Describe the type of technical leadership exercised in the research job of selecting problems, defining objectives, organizing, planning, evaluating, and reporting, as:

- A. An active member of a cooperative research team (individual team members may be from Federal, State or private cooperating agencies).
- B. Supervising researchers officially assigned to his program (include the titles, grades, and locations of researchers supervised.)

IV. Research Accomplishment. Identify the individual's significant accomplishments in research and give an evaluation of the significance, difficulty, and/or originality of the accomplishment in terms of the subject-matter field, or as judged by specialists in the field.

V. Personal Data.

- A. Brief educational background and work experience or employment history citing dates.
- B. List of publications. Complete listing in chronological order with names of authors in the order they appear and cite publication.
- C. Representative samples of the more recent publications or reports documenting significant accomplishments and illustrating the quality of research.
- D. List and describe briefly honors and awards received and any special invitations to present papers before professional societies.
- E. List the individual's background and experience in (1) offices held in professional societies; (2) participation in technical conferences, workshops, etc.; (3) serving as consultant (names of organization and nature of contribution); (4) special assignments in the Department or on related work.

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VI. Other Significant Information. List or narratively present any information not covered in items I through V which you consider important in the evaluation of the individual as a researcher.

8/29/62

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ECONOMICS

MANAGEMENT OPERATIONS STAFF

WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 108

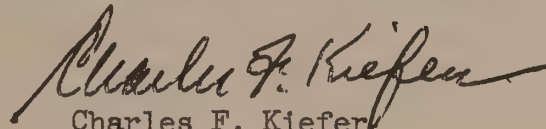
Automatic Data Plotting Service

The attached brochure briefly describes the automatic data plotting machine and services presently available in the Data Processing Branch, Standards and Research Division, SRS. The "Dataplotter," trade name of the Model 3300 EAI plotting machine, was installed early in this calendar year and became operational shortly afterwards. Experience with the equipment confirms earlier estimates of the superiority of this mechanized method of chart preparation over manual methods which now predominate.

In addition to informing all personnel of the existence and availability of this equipment, related purposes of this circular are to urge all supervisory personnel (1) to consider the time and effort now devoted to chart preparation work and take steps to transfer as much of this work to the automatic plotter as may be deemed feasible, and (2) to consider the potential of the automatic plotter in connection with present and future programs having charting or graphic analysis applications. Usually such applications are avoided if possible because of the tedious and time consuming work required by manual methods.

Numerous demonstrations of the automatic plotter have been held since its installation. Any organizational unit which has not yet had an opportunity to see the equipment in operation may make arrangements for a demonstration by calling the Data Processing Branch, EXT. 6871. If possible attending groups should be limited to 6-8 employees.

Offices should feel free to direct general questions regarding this service or questions on specific applications to the DP Branch.



Charles F. Kiefer
Executive Director

Management Operations Staff

Attachment

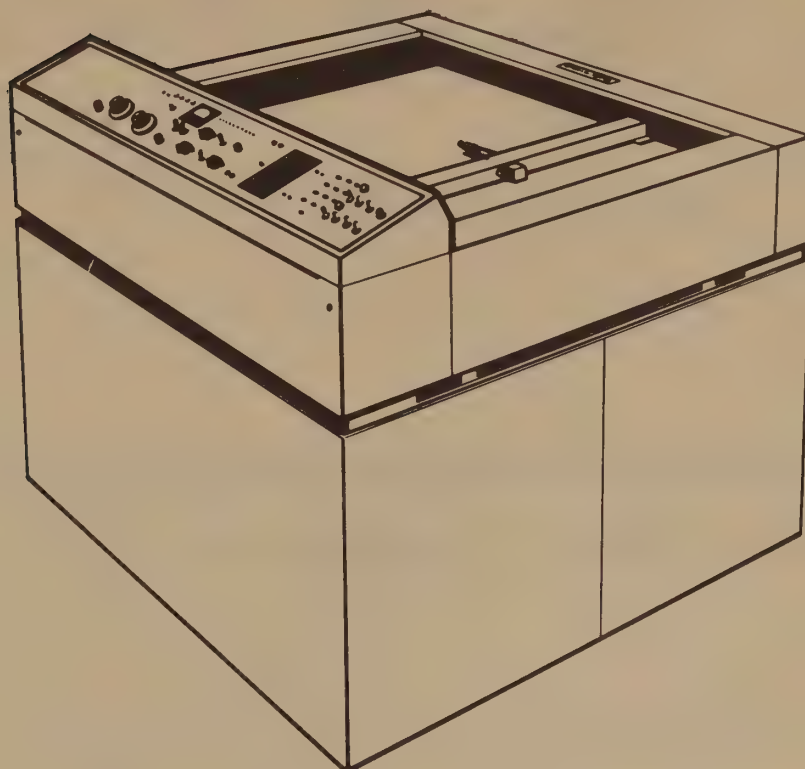
DISTRIBUTION: All Divisions and Offices

September 9, 1962.

UNITED STATES DEPARTMENT OF AGRICULTURE

AUTOMATIC PLOTTING MACHINE

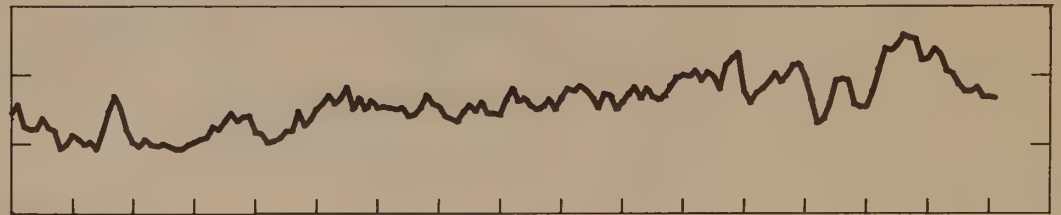
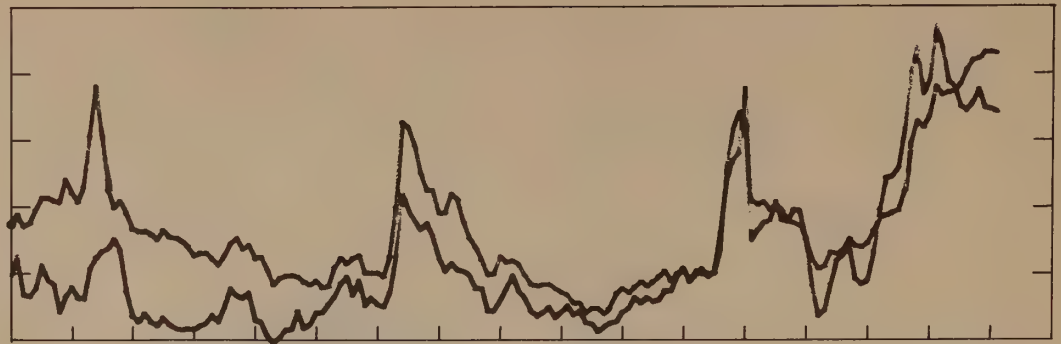
(For mechanically drawing charts and graphs)



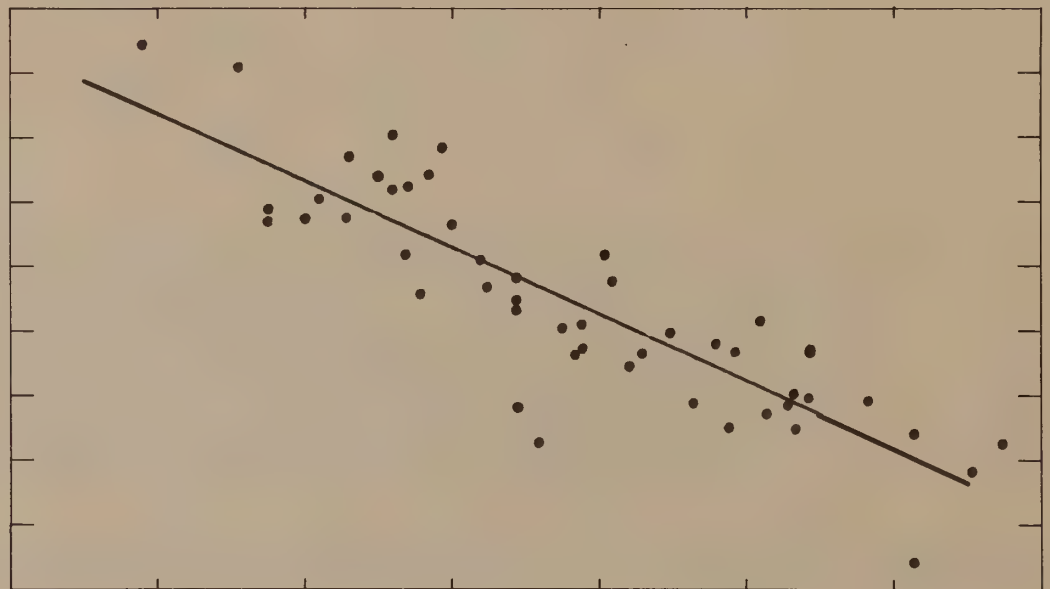
As an adjunct to its regular EAM and ADP services the Data Processing Branch, Standards and Research Division, SRS provides an automatic data plotting service. Data plotting is accomplished on a Model 3300 EAI digital to analog plotter. Charts and graphs for analytical purposes as well as finished charts suitable for photographing and publication can be prepared more speedily and accurately than by manual methods. The purpose of this brochure is to acquaint potential users of the plotting services with the characteristics and capabilities of the available equipment.

For further information on this data plotting service and cost estimates on particular applications write or call:

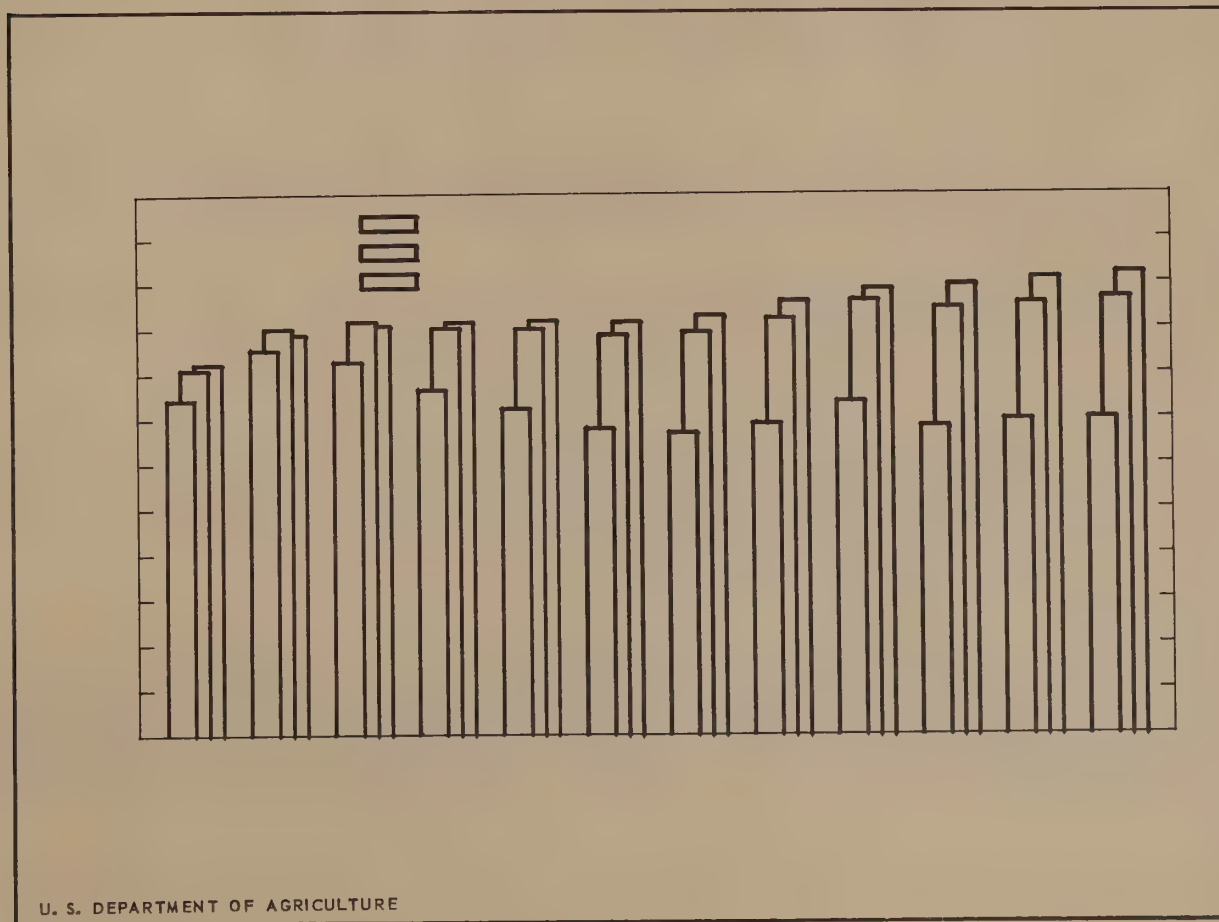
Data Processing Branch
Standards and Research Division
Statistical Reporting Service
U. S. Department of Agriculture
Washington 25, D. C.



U. S. DEPARTMENT OF AGRICULTURE



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CHARACTERISTICS OF AUTOMATIC PLOTTER

Plotting Modes

The plotter has two plotting modes, line plot mode (points connected by lines) and point plot mode (unconnected points).

Plotting Speed

Line plot : 20 lines per minute.

Point plot : 70-80 points per minute (depending upon distance between points)

Accuracy

The plotter is accurate to within $\pm 0.05\%$ with maximum scale of 10,000 counts equal to 30 inches. In line plot mode this accuracy is maintained if lines do not exceed 5 inches in length. In point plot mode this accuracy is maintained regardless of distance between points.

Plotting Area

The maximum plotting area is 30 x 30 inches. A chart or graph may be plotted over the entire surface or any segment of the 30 x 30 inch area. A vacuum hold down system eliminates distortion in plotting by holding graph paper tightly to the surface.

Input Data

The system accepts decimal input from standard 80-column punched cards. Data to be plotted is punched in two groups of four columns. Plus or minus signs are punched in the zone area of the card.

Scaling and Parallax Controls

Automatic Scale Factor and Parallax units are incorporated in the plotter. After the scale is set to the linear dimensions of a particular plot all values are plotted within the prescribed area. With the parallax controls the origin point ($x = 0$, $y = 0$) may be moved to any location on the plotting surface. In addition, up to 9,000 points of the 10,000 possible points may be moved off the plotting surface to facilitate detail plotting of any segment of a graph.

Numeric and Symbol Printer

In the point plot mode a symbol printer may be employed to annotate a point plot with up to 8 numeric digits. (0 thru 9) Any number of combination of numbers may be printed when the "X" and "Y" coordinates for their location are specified.

Automatic Incremental Advance

In applications where data are available in terms of only one variable (such as time series) an incremental advance unit automatically advances the plot on the X axis a preset increment. Up to 1,000 increments may be recorded on the plotting surface.

Examples of Charts

The sample charts, including the grid lines and scale reference points (ticks), on pages 2 and 3 were prepared on the plotter. Graphs and charts to be reproduced may be in any one or combination of the following colors--red, green, black, dark blue, dark yellow and purple. Work charts may be in any colors desired.

Cost of Preparation

As a minimum, the cost of preparing a chart on the plotter would include (1) the cost of punching each observation (or set of X - Y coordinates) into two four-column fields on a punch card, and (2) the cost of setting scale factors and running the data cards on the plotter. Plotting time can be estimated by dividing the number of data cards (or observations) by the plotting speed (20 for line mode, 70 for point mode) as determined by the type of plot involved.

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 108

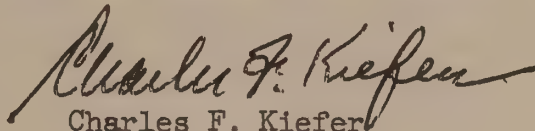
Automatic Data Plotting Service

The attached brochure briefly describes the automatic data plotting machine and services presently available in the Data Processing Branch, Standards and Research Division, SRS. The "Dataplotter," trade name of the Model 3300 EAI plotting machine, was installed early in this calendar year and became operational shortly afterwards. Experience with the equipment confirms earlier estimates of the superiority of this mechanized method of chart preparation over manual methods which now predominate.

In addition to informing all personnel of the existence and availability of this equipment, related purposes of this circular are to urge all supervisory personnel (1) to consider the time and effort now devoted to chart preparation work and take steps to transfer as much of this work to the automatic plotter as may be deemed feasible, and (2) to consider the potential of the automatic plotter in connection with present and future programs having charting or graphic analysis applications. Usually such applications are avoided if possible because of the tedious and time consuming work required by manual methods.

Numerous demonstrations of the automatic plotter have been held since its installation. Any organizational unit which has not yet had an opportunity to see the equipment in operation may make arrangements for a demonstration by calling the Data Processing Branch, EXT. 6871. If possible attending groups should be limited to 6-8 employees.

Offices should feel free to direct general questions regarding this service or questions on specific applications to the DP Branch.



Charles F. Kiefer
Executive Director

Management Operations Staff

Attachment

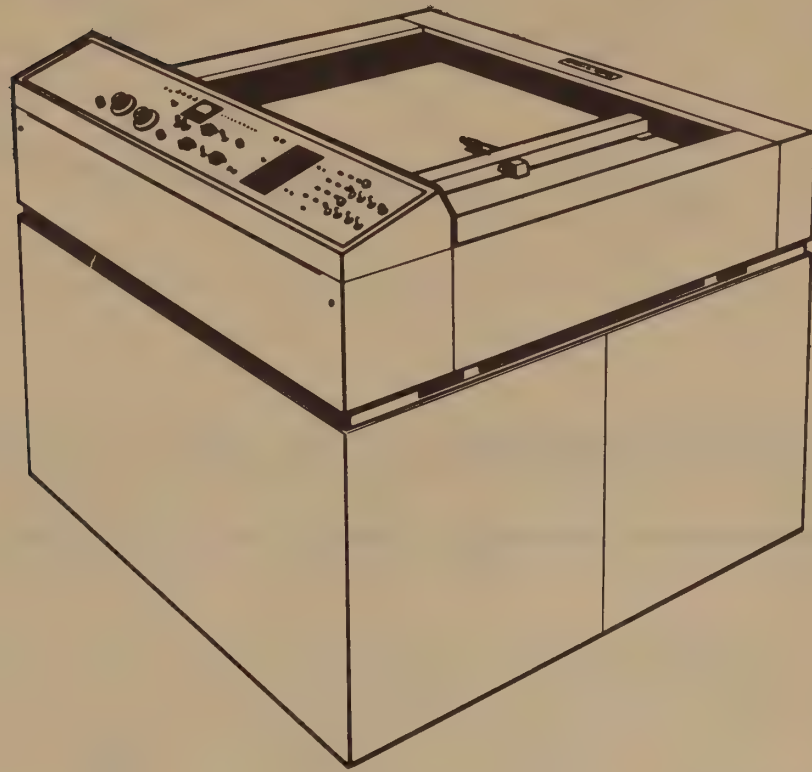
DISTRIBUTION: All Divisions and Offices

September 9, 1962.

UNITED STATES DEPARTMENT OF AGRICULTURE

AUTOMATIC PLOTTING MACHINE

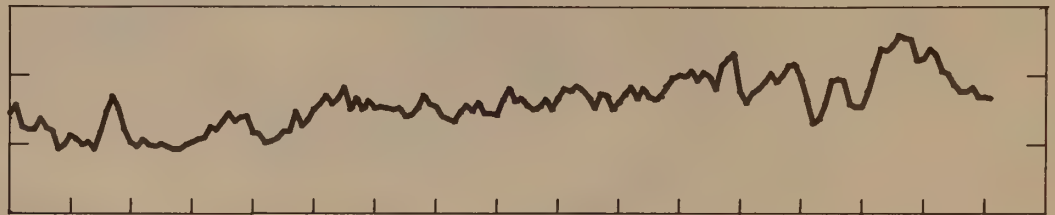
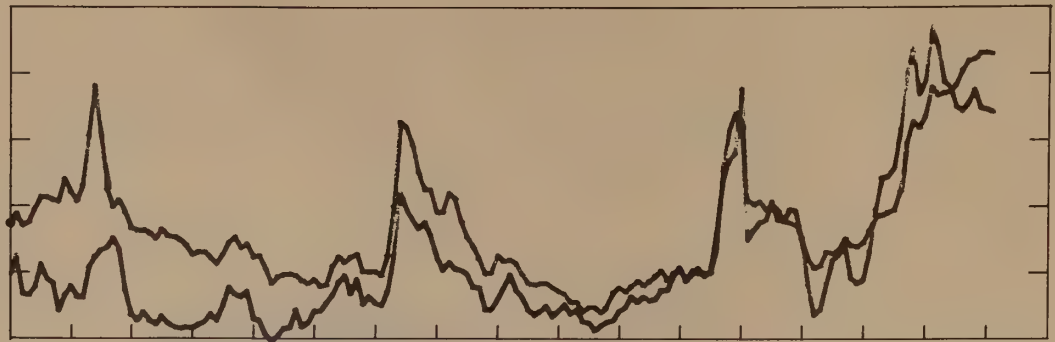
(For mechanically drawing charts and graphs)



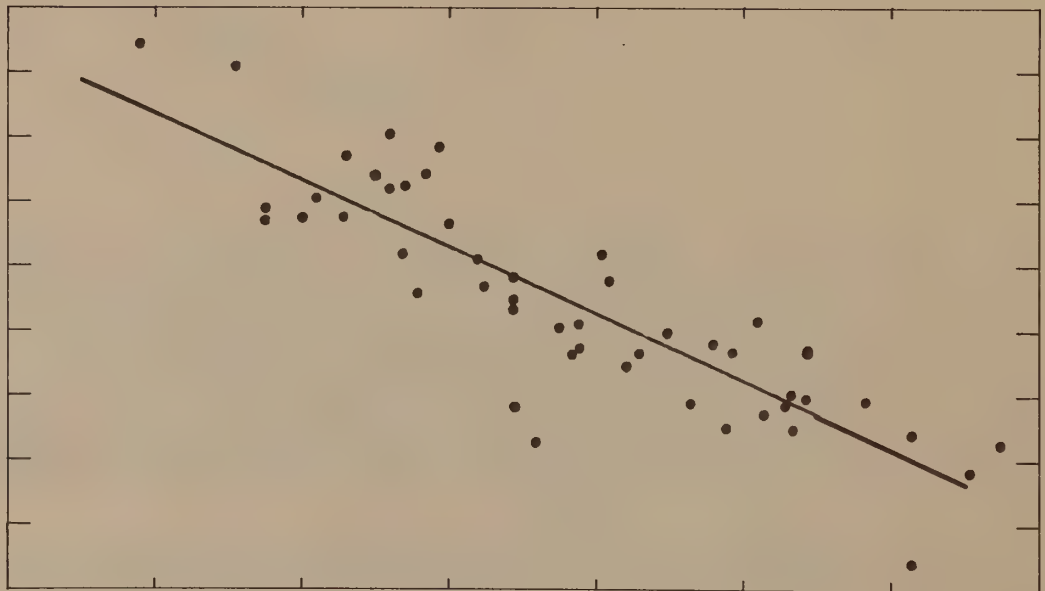
As an adjunct to its regular EAM and ADP services the Data Processing Branch, Standards and Research Division, SRS provides an automatic data plotting service. Data plotting is accomplished on a Model 3300 EAI digital to analog plotter. Charts and graphs for analytical purposes as well as finished charts suitable for photographing and publication can be prepared more speedily and accurately than by manual methods. The purpose of this brochure is to acquaint potential users of the plotting services with the characteristics and capabilities of the available equipment.

For further information on this data plotting service and cost estimates on particular applications write or call:

Data Processing Branch
Standards and Research Division
Statistical Reporting Service
U. S. Department of Agriculture
Washington 25, D. C.



U. S. DEPARTMENT OF AGRICULTURE



U. S. DEPARTMENT OF AGRICULTURE



CHARACTERISTICS OF AUTOMATIC PLOTTER

Plotting Modes

The plotter has two plotting modes, line plot mode (points connected by lines) and point plot mode (unconnected points).

Plotting Speed

Line plot : 20 lines per minute.
Point plot : 70-80 points per minute (depending upon distance between points)

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The plotter is accurate to within $\pm 0.05\%$ with maximum scale of 10,000 counts equal to 30 inches. In line plot mode this accuracy is maintained if lines do not exceed 5 inches in length. In point plot mode this accuracy is maintained regardless of distance between points.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 109

Changes in Postal Regulations

I PURPOSE

This Circular announces changes in postal regulations applicable to Federal Agencies.

II POSTAGE AND FEES PAID INDICIA

Official mail of the Department must be marked as follows:

POSTAGE AND FEES PAID
U. S. DEPARTMENT OF AGRICULTURE

Mail items marked "Postage and Fees Paid" only, without the name of the Department, may be used until current supplies are exhausted, after which such items ordered or produced shall carry the full indicia.

III SIZES AND SHAPES OF MAIL ITEMS

Effective January 1, 1963, the following standards will apply and items not conforming with these standards will not be mailable after that date:

A First Class Mail

1 Envelopes. Envelopes less than 3 inches in width (height) or $4\frac{1}{4}$ inches in length are non-mailable. Envelopes more than 9 inches in width (height) or 12 inches in length are not recommended. Pieces having shapes other than rectangular are not mailable. (Where it is absolutely essential that divisions and offices use envelopes that exceed 9 inches in width and 12 inches in length, such as must be used for mailing large forms, the post offices will accept such mail if otherwise properly prepared. However, if such mail should be refused by a postmaster, Division of Administrative Services (DAS) should be notified.)

(III A)

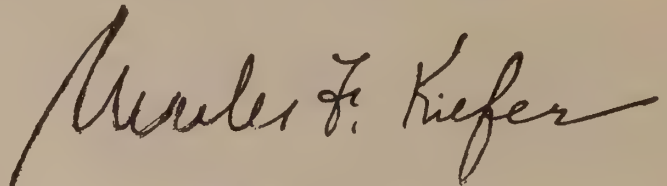
2 Post Cards. Single post cards and each part of double post cards shall be not larger than $3 \frac{9}{16} \times 5 \frac{9}{16}$ inches, nor smaller than $3 \times 4 \frac{1}{4}$ inches. They must be rectangular.

3 Air Mail. There is no maximum size limitation. The following standards will apply to envelopes, cards, and self-mailers: Pieces less than 3 inches in width (height) or $4 \frac{1}{4}$ inches in length are non-mailable. Pieces having shapes other than rectangular are not mailable.

B Third Class Mail. There is no maximum size limit. The following standards will apply to envelopes, cards, and self-mailers: Pieces less than 3 inches in width (height) and $4 \frac{1}{4}$ inches in length are non-mailable. Pieces having shapes other than rectangular are not mailable.

IV ADDITIONAL INFORMATION

Questions concerning this Circular should be directed to DAS.



Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
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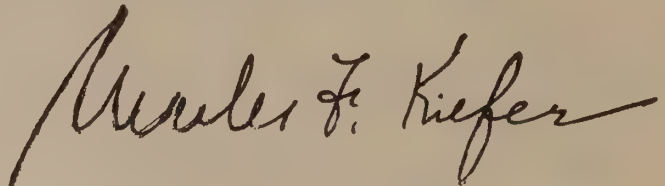
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IV ADDITIONAL INFORMATION

Questions concerning this Circular should be directed to DAS.

A handwritten signature in dark ink, reading "Charles F. Kiefer". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ECONOMICS

MANAGEMENT OPERATIONS STAFF

WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 110

Federal Salary Reform Act of 1962

I PURPOSE

To advise employees of the general provisions of the Federal Salary Reform Act of 1962, which was signed by the President October 11, 1962.

II GENERAL

This Act affects all employees in the General Schedule (GS) grades. It provides increases in basic rates of pay to be effective in two stages. In addition to the increases in pay, it revises the periodic step increase regulations, provides greater pay increases upon promotion in grade, provides increased benefits under the Federal Retirement Act, adjusts the entrance rates in difficult recruitment and retention areas, and other features. It does not affect Wage Board employees.

III EFFECTIVE DATES

The first stage of the pay increase will be effective October 14, 1962, and the second increase will be effective January 5, 1964. The amount of increases effective October 14 and January 5, 1964, are shown by grades and rates within grades in comparison with the present rates on the attached Exhibit A.

IV PRINCIPLES OF SALARY REFORM

The policy statement on salary reform contained in the new Act establishes the principle of salary comparability and provides for annual surveys and pay adjustments when necessary to keep Federal salaries in line with industry pay.

V CONVERSION TO THE NEW RATES, EFFECTIVE OCTOBER 14, 1962

A. General. Under the new law there will be:

10 steps in grades GS-1 through GS-10,	8 steps in grades GS-15
9 steps in grades GS-11 through GS-14	5 steps in grades GS-16 and GS-17
	1 step for grade GS-18

B. Grades GS-1 through GS-3. Employees in grades GS-1 through GS-3 will be advanced one step in their grade and receive the new rate of the higher step (those in the third longevity step will receive an amount equal to the top step of the grade plus an amount equal to the maximum step increase for their particular grade).

C. Grades GS-4 and Above. Employees at grades GS-4 and above will receive the new rate for the step in which they are presently serving. (The present longevity rates will be considered equivalent to the last three steps in the new system.)

D. Retained Rates. Employees whose salaries are between 2 steps of the old pay rates will be adjusted to the next higher step of the new rate. An example would be if an employee at top longevity of GS-5 had been promoted to GS-6 and had been allowed to retain his salary which exceeds the top scheduled step for grade GS-6 (step 7) such a salary will, under the new law, be adjusted to step 8.

E. Notice to Employees, SF-1126. Payroll Change Slips, SF-1126, will be processed for all employees. These pay adjustment actions will in most cases include periodic pay increases where such increases will be due October 14. There may be some instances, however, in which the new law is not clear and pay increases cannot be processed until interpretations have been received from the Civil Service Commission or the Comptroller General. In those few cases where actual processing of a periodic step increase may be delayed beyond the due date, the action, when taken, will be retroactively effective so as to avoid any loss to the employee.

VI PERIODIC STEP INCREASES

A. Acceptable Level of Competence.

1. Provision of Act. The new law provides that to receive a periodic step increase, an employee's work must be of an acceptable level of competence. We are advised by the Department that generally any employee who has an official performance rating of satisfactory or better is considered as working at an acceptable level of competence provided that:

- a. He is not under notice of proposed adverse action for misconduct or delinquency.
- b. There is no documentary evidence currently of record, or within the six months preceding the completion of service requirements for the step increase, to indicate that the employee has been apprized of material deficiencies in performance.

(VI 1 b)

Such deficiencies in performance should be of a nature that clearly justifies a supervisory determination that the employee is not performing at an acceptable level of competence.

Work of an acceptable level of competence generally denotes work of a degree above that typified by the marginal employee. Stated differently, work is not of an acceptable level of competence when quality or quantity of work is such that the employee concerned barely escapes removal from his position. Retention does not, in itself, justify a conclusion that work is of an acceptable level of competence. A positive finding must be made when an employee completes a waiting period for a within-grade increase that he warrants not only retention but higher pay. If he does not measure up, he is passed over for a within-grade increase until his work improves.

2. Documentation. It is inherent in the new Act that documentation is needed where an employee's work is not at an acceptable level of competence. Supervisors should, therefore, carefully document any warning or other notice to an employee apprising him of unacceptable competence. A copy of any such document should be sent to DP.

B. Waiting Periods. The law also provides a uniform waiting period for all grades. Hereafter, step increases will be granted to eligible employees in all grades, as follows:

after 52 weeks of service in steps 1, 2, 3
after 104 weeks of service in steps 4, 5, 6
after 156 weeks of service in steps 7, 8, 9

Effective October 14 periodic step increases will be granted in accordance with the new regulations. Time served in the step prior to October 14 will count toward one, but not more than one step increase. This means that an employee in one of the first 3 steps of grade GS-11 or higher who has completed 52 weeks or more toward a periodic step increase (which required 78 weeks under the old system) will (if his work has been at an acceptable level of competence) be granted a periodic step increase effective October 14, 1962. Credit for excess time will not count toward another periodic step increase. Credit toward the next periodic step increase will start with the effective date of the increase (10-14-62).

(VI B)

Several questions have been raised with the Comptroller General concerning counting service in specific instances. One of these concerns the granting of a periodic step increase on October 14, 1962, based on eligibility under the old law when the service requirement under the new law is not met. For example, an employee below grade GS-11 in step 5 of his grade who may have completed 52 weeks on October 13 would under the old law be eligible for a periodic step increase on October 14. Since the new law requires a 2-year waiting period for steps 4, 5, 6, periodic step increases in these categories will be held pending a decision from the Comptroller General.

Another question is whether prior service at a grade other than the present grade of the employee can be counted toward a periodic step increase. Included in this group are employees who have been demoted in grade subsequent to their last pay increase. Pending a decision from the Comptroller General we cannot process a periodic step increase based on service at the higher grade.

If the Comptroller General rules in favor of either of these questions, periodic step increases will then be processed retroactively for the employees concerned.

Employees will be advised individually of any periodic step increase being withheld because the work is not at an acceptable level of competence. Under the law, employees whose periodic step increases are withheld, on this basis, are given a notice in writing of the reasons therefor and of his right to request reconsideration within 30 days of the date of the written notice. Requests for reconsideration shall be considered as an informal grievance. They are not recognized under the formal grievance or appeal procedures.

VII ADDITIONAL STEP INCREASES FOR HIGH QUALITY PERFORMANCE

The new law makes provision for granting additional step increases in recognition of high quality performance above that ordinarily found in the type of position concerned. Not more than one step increase may be granted under this provision in any one year. Such increases would not be considered an "equivalent" increase in compensation in administering the periodic step increase provisions. Guidelines for granting additional step increases as a reward for high quality performance will be issued at a later date.

VIII SALARY RATE ON PROMOTION

Under the new law, employees who are promoted in grade shall be placed in the lowest step of the new grade which will give them not less than two within-grade increases of the grade from which promoted. Under the old law, employees were guaranteed only one step increase.

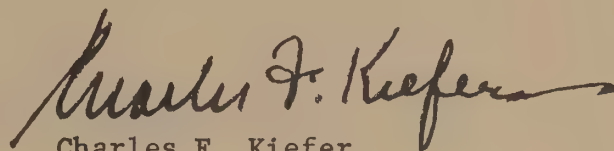
IX SALARY RATES FOR HARD-TO-FILL POSITIONS

The salary of employees occupying positions for which increased minimum rates have been established under Section 803 of the Classification Act, such as Mathematical Statisticians, in Series 1529, will be adjusted to the new rate for the step they are in on October 13. The new base contains provision for raising the entrance rate of such positions to make the Government rate more competitive with private industry. Therefore, a special pay range has been established for this series which provides for the same number of step increases within the grade as is provided for regular general schedule grades.

The per annum rates for Mathematical Statisticians, Series GS-1529, GS grades 5 through 11, is shown as Exhibit B. These rates will not apply at the present time to any positions in Agricultural Economics except Mathematical Statisticians. All new Mathematical Statisticians, GS-5 through 11, employed will be paid step 1 of the appropriate grade as shown in Exhibit B. Mathematical Statisticians in grades other than GS-5 through 11 will be paid at the regular rates shown for the appropriate grade in Exhibit A. Other positions in the Federal service to which these rates apply would include the Professional Engineering Series, Chemists, and a number of other specialized, hard-to-fill positions.

X RETIREMENT PROVISIONS OF THE ACT

The Act also makes provision for increases in retirement annuities and related benefits. These retirement features of the Act will be covered in a later circular.



Charles F. Kiefer
Executive Director
Management Operations Staff

PAY SCALES UNDER THE CLASSIFICATION ACT OF 1949; AS AMENDED SHOWING CHANGES MADE BY THE FEDERAL SALARY REFORM ACT OF 1962

Top Row: Old Rates
Middle Row: Oct. 1962 Rates
Bottom Row: Jan. 1964 Rates

(Employees in GS-1, 2, and 3 each get one step-up in grade, in addition to the increase shown in this schedule, as their October 1962 adjustment. Those who were in the third longevity step of GS-1, 2, or 3 receive the tenth step, plus \$105 to \$125 in October 1962.)

G	Step	Sal.	Step	Sal.	Step	Sal.	Step	Sal.	Step	Sal.	Step	Sal.	Step	Sal.	Step	Sal.	Step	Sal.	Step	Sal.	Size, Each Step Up
S	1	Incr.	2	Incr.	3	Incr.	4	Incr.	5	Incr.	6	Incr.	7	Incr.	8	Incr.	9	Incr.	10	Incr.	
1	\$3185	--	\$3290	--	\$3395	--	\$3500	--	\$3605	--	\$3710	--	\$3815	--	\$3920	--	\$4025	--	\$4130	--	\$105
	3245	60	3350	60	3455	60	3560	60	3665	60	3770	60	3875	60	3980	60	4085	60	4190	60	105
	3305	60	3410	60	3515	60	3620	60	3725	60	3830	60	3935	60	4040	60	4145	60	4250	60	105
2	3500	--	3605	--	3710	--	3815	--	3920	--	4025	--	4130	--	4235	--	4340	--	4445	--	105
	3560	60	3665	60	3770	60	3875	60	3980	60	4085	60	4190	60	4295	60	4400	60	4505	60	105
	3620	60	3725	60	3830	60	3935	60	4040	60	4145	60	4250	60	4355	60	4460	60	4565	60	105
3	3760	--	3865	--	3970	--	4075	--	4180	--	4285	--	4390	--	4495	--	4600	--	4705	--	105
	3820	60	3925	60	4030	60	4135	60	4240	60	4345	60	4455	65	4580	85	4705	105	4830	125	105-125
	3880	60	3985	60	4090	60	4195	60	4300	60	4405	60	4525	70	4650	70	4775	70	4900	70	105-125
4	4040	--	4145	--	4250	--	4355	--	4460	--	4565	--	4670	--	4775	--	4880	--	4985	--	105
	4110	70	4250	105	4390	140	4530	175	4670	210	4810	245	4950	280	5090	315	5230	350	5370	385	140
	4215	105	4355	105	4495	105	4635	105	4775	105	4915	105	5055	105	5195	105	5335	105	5475	105	140
5	4345	--	4510	--	4675	--	4840	--	5005	--	5170	--	5335	--	5500	--	5665	--	5830	--	165
	4565	220	4725	215	4885	210	5045	205	5205	200	5365	195	5525	190	5685	185	5845	180	6005	175	160
	4690	125	4850	125	5010	125	5170	125	5330	125	5490	125	5650	125	5810	125	5970	125	6130	125	160
6	4830	--	4995	--	5160	--	5325	--	5490	--	5655	--	5820	--	5985	--	6150	--	6315	--	165
	5035	205	5205	210	5375	215	5545	220	5715	225	5885	230	6055	235	6225	240	6395	245	6565	250	170
	5235	200	5410	205	5585	210	5760	215	5935	220	6110	225	6285	230	6460	235	6635	240	6810	245	175
7	5355	--	5520	--	5685	--	5850	--	6015	--	6180	--	6345	--	6510	--	6675	--	6840	--	165
	5540	185	5725	205	5910	225	6095	245	6280	265	6465	285	6650	305	6835	325	7020	345	7205	365	185
	5795	255	5990	265	6185	275	6380	285	6575	295	6770	305	6965	315	7160	325	7355	335	7550	345	195
8	5885	--	6050	--	6215	--	6380	--	6545	--	6710	--	6875	--	7040	--	7205	--	7370	--	165
	6090	205	6295	245	6500	285	6705	325	6910	365	7115	405	7320	445	7525	485	7730	525	7935	565	205
	6390	300	6600	305	6810	310	7020	315	7230	320	7440	325	7650	330	7860	335	8070	340	8280	345	210
9	6435	--	6600	--	6765	--	6930	--	7095	--	7260	--	7425	--	7590	--	7755	--	7920	--	165
	6675	240	6900	300	7125	360	7350	420	7575	480	7800	540	8025	600	8250	660	8475	720	8700	780	225
	7030	355	7260	360	7490	365	7720	370	7950	375	8180	380	8410	385	8640	390	8870	395	9100	400	230
10	6995	--	7160	--	7325	--	7490	--	7655	--	7820	--	7985	--	8150	--	8315	--	8480	--	165
	7290	295	7535	375	7780	455	8025	535	8270	615	8515	695	8760	775	9005	855	9250	935	9495	1015	245
	7690	400	7945	410	8200	420	8455	430	8710	440	8965	450	9220	460	9475	470	9730	480	9985	490	255
11	7560	--	7820	--	8080	--	8340	--	8600	--	8860	--	9120	--	9380	--	9640	--		--	260
	8045	485	8310	490	8575	495	8840	500	9105	505	9370	510	9635	515	9900	520	10165	525			265
	8410	365	8690	380	8970	395	9250	410	9530	425	9810	440	10090	455	10370	470	10650	485			280
12	8955	--	9215	--	9475	--	9735	--	9995	--	10255	--	10515	--	10775	--	11035	--		--	260
	9475	520	9790	575	10105	630	10420	685	10735	740	11050	795	11365	850	11680	905	11995	960			315
	9980	505	10310	520	10640	535	10970	550	11300	565	11630	580	11960	595	12290	610	12620	625			330
13	10635	--	10895	--	11155	--	11415	--	11675	--	11935	--	12195	--	12455	--	12715	--		--	260
	11150	515	11515	620	11880	725	12245	830	12610	935	12975	1040	13340	1145	13705	1250	14070	1355			365
	11725	575	12110	595	12495	615	12880	635	13265	655	13650	675	14035	695	14420	715	14805	735			385
14	12210	--	12470	--	12730	--	12990	--	13250	--	13510	--	13770	--	14030	--	14290	--		--	260
	12845	635	13270	800	13695	965	14120	1130	14545	1295	14970	1460	15395	1625	15820	1790	16245	1955			425
	13615	770	14065	795	14515	820	14965	845	15415	870	15865	895	16315	920	16765	945	17215	970			450
15	13730	--	14095	--	14380	--	14705	--	15030	--	15290	--	15550	--	15810	--		--		--	325-260
	14565	835	15045	990	15525	1145	16005	1300	16485	1455	16965	1675	17445	1895	17925	2115					480
	15665	1100	16180	1135	16695	1170	17210	1205	17725	1240	18240	1275	18755	1310	19270	1345					515
16	15255	--	15515	--	15775	--	16035	--	16295	--		--		--		--		--		--	260
	16000	745	16500	985	17000	1225	17500	1465	18000	1705		--		--		--		--		--	500
	16000	--	16500	--	17000	--	17500	--	18000	--		--		--		--		--		--	500
17	16530	--	16790	--	17050	--	17310	--	17570	--		--		--		--		--		--	260
	18000	1470	18500	1710	19000	1950	19500	2190	20000	2430		--		--		--		--		--	500
	18000	--	18500	--	19000	--	19500	--	20000	--		--		--		--		--		--	500
18	18500	--		--		--		--		--		--		--		--		--		--	
	20000	1500		--		--		--		--		--		--		--		--		--	
	20000	--		--		--		--		--		--		--		--		--		--	

October 1962, Per Annum Rates for Hard-to-Fill Positions 1/

Grade	1	32	43	54	65	76	87	98	9	10
GS-5	\$5365	\$5525	\$5685	\$5845	\$6005	\$6165	\$6325	\$6485	\$6645	\$6805
GS-6	5545	5715	5885	6055	6225	6395	6565	6735	6905	7075
GS-7	6465	6650	6835	7020	7205	7390	7575	7760	7945	8130
GS-8	6500	6705	6910	7115	7320	7525	7730	7935	8140	8345
GS-9	7125	7350	7575	7800	8025	8250	8475	8700	8925	9150
GS-10	7780	8025	8270	8515	8760	9005	9250	9495	9740	9985
GS-11	8575	8840	9105	9370	9635	9900	10165	10430	10695	

1/ See Section IX of this circular.

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ECONOMICS

MANAGEMENT OPERATIONS STAFF

WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 110

Federal Salary Reform Act of 1962

I PURPOSE

To advise employees of the general provisions of the Federal Salary Reform Act of 1962, which was signed by the President October 11, 1962.

II GENERAL

This Act affects all employees in the General Schedule (GS) grades. It provides increases in basic rates of pay to be effective in two stages. In addition to the increases in pay, it revises the periodic step increase regulations, provides greater pay increases upon promotion in grade, provides increased benefits under the Federal Retirement Act, adjusts the entrance rates in difficult recruitment and retention areas, and other features. It does not affect Wage Board employees.

III EFFECTIVE DATES

The first stage of the pay increase will be effective October 14, 1962, and the second increase will be effective January 5, 1964. The amount of increases effective October 14 and January 5, 1964, are shown by grades and rates within grades in comparison with the present rates on the attached Exhibit A.

IV PRINCIPLES OF SALARY REFORM

The policy statement on salary reform contained in the new Act establishes the principle of salary comparability and provides for annual surveys and pay adjustments when necessary to keep Federal salaries in line with industry pay.

V CONVERSION TO THE NEW RATES, EFFECTIVE OCTOBER 14, 1962

A. General. Under the new law there will be:

10 steps in grades GS-1 through GS-10,	8 steps in grades GS-15
9 steps in grades GS-11 through GS-14	5 steps in grades GS-16 and GS-17
	1 step for grade GS-18

B. Grades GS-1 through GS-3. Employees in grades GS-1 through GS-3 will be advanced one step in their grade and receive the new rate of the higher step (those in the third longevity step will receive an amount equal to the top step of the grade plus an amount equal to the maximum step increase for their particular grade).

C. Grades GS-4 and Above. Employees at grades GS-4 and above will receive the new rate for the step in which they are presently serving. (The present longevity rates will be considered equivalent to the last three steps in the new system.)

D. Retained Rates. Employees whose salaries are between 2 steps of the old pay rates will be adjusted to the next higher step of the new rate. An example would be if an employee at top longevity of GS-5 had been promoted to GS-6 and had been allowed to retain his salary which exceeds the top scheduled step for grade GS-6 (step 7) such a salary will, under the new law, be adjusted to step 8.

E. Notice to Employees, SF-1126. Payroll Change Slips, SF-1126, will be processed for all employees. These pay adjustment actions will in most cases include periodic pay increases where such increases will be due October 14. There may be some instances, however, in which the new law is not clear and pay increases cannot be processed until interpretations have been received from the Civil Service Commission or the Comptroller General. In those few cases where actual processing of a periodic step increase may be delayed beyond the due date, the action, when taken, will be retroactively effective so as to avoid any loss to the employee.

VI PERIODIC STEP INCREASES

A. Acceptable Level of Competence.

1. Provision of Act. The new law provides that to receive a periodic step increase, an employee's work must be of an acceptable level of competence. We are advised by the Department that generally any employee who has an official performance rating of satisfactory or better is considered as working at an acceptable level of competence provided that:

a. He is not under notice of proposed adverse action for misconduct or delinquency.

b. There is no documentary evidence currently of record, or within the six months preceding the completion of service requirements for the step increase, to indicate that the employee has been apprized of material deficiencies in performance.

(VI 1 b)

Such deficiencies in performance should be of a nature that clearly justifies a supervisory determination that the employee is not performing at an acceptable level of competence.

Work of an acceptable level of competence generally denotes work of a degree above that typified by the marginal employee. Stated differently, work is not of an acceptable level of competence when quality or quantity of work is such that the employee concerned barely escapes removal from his position. Retention does not, in itself, justify a conclusion that work is of an acceptable level of competence. A positive finding must be made when an employee completes a waiting period for a within-grade increase that he warrants not only retention but higher pay. If he does not measure up, he is passed over for a within-grade increase until his work improves.

2. Documentation. It is inherent in the new Act that documentation is needed where an employee's work is not at an acceptable level of competence. Supervisors should, therefore, carefully document any warning or other notice to an employee apprising him of unacceptable competence. A copy of any such document should be sent to DP.

B. Waiting Periods. The law also provides a uniform waiting period for all grades. Hereafter, step increases will be granted to eligible employees in all grades, as follows:

after 52 weeks of service in steps 1, 2, 3
after 104 weeks of service in steps 4, 5, 6
after 156 weeks of service in steps 7, 8, 9

Effective October 14 periodic step increases will be granted in accordance with the new regulations. Time served in the step prior to October 14 will count toward one, but not more than one step increase. This means that an employee in one of the first 3 steps of grade GS-11 or higher who has completed 52 weeks or more toward a periodic step increase (which required 78 weeks under the old system) will (if his work has been at an acceptable level of competence) be granted a periodic step increase effective October 14, 1962. Credit for excess time will not count toward another periodic step increase. Credit toward the next periodic step increase will start with the effective date of the increase (10-14-62).

(VI B)

Several questions have been raised with the Comptroller General concerning counting service in specific instances. One of these concerns the granting of a periodic step increase on October 14, 1962, based on eligibility under the old law when the service requirement under the new law is not met. For example, an employee below grade GS-11 in step 5 of his grade who may have completed 52 weeks on October 13 would under the old law be eligible for a periodic step increase on October 14. Since the new law requires a 2-year waiting period for steps 4, 5, 6, periodic step increases in these categories will be held pending a decision from the Comptroller General.

Another question is whether prior service at a grade other than the present grade of the employee can be counted toward a periodic step increase. Included in this group are employees who have been demoted in grade subsequent to their last pay increase. Pending a decision from the Comptroller General we cannot process a periodic step increase based on service at the higher grade.

If the Comptroller General rules in favor of either of these questions, periodic step increases will then be processed retroactively for the employees concerned.

Employees will be advised individually of any periodic step increase being withheld because the work is not at an acceptable level of competence. Under the law, employees whose periodic step increases are withheld, on this basis, are given a notice in writing of the reasons therefor and of his right to request reconsideration within 30 days of the date of the written notice. Requests for reconsideration shall be considered as an informal grievance. They are not recognized under the formal grievance or appeal procedures.

VII ADDITIONAL STEP INCREASES FOR HIGH QUALITY PERFORMANCE

The new law makes provision for granting additional step increases in recognition of high quality performance above that ordinarily found in the type of position concerned. Not more than one step increase may be granted under this provision in any one year. Such increases would not be considered an "equivalent" increase in compensation in administering the periodic step increase provisions. Guidelines for granting additional step increases as a reward for high quality performance will be issued at a later date.

VIII SALARY RATE ON PROMOTION

Under the new law, employees who are promoted in grade shall be placed in the lowest step of the new grade which will give them not less than two within-grade increases of the grade from which promoted. Under the old law, employees were guaranteed only one step increase.

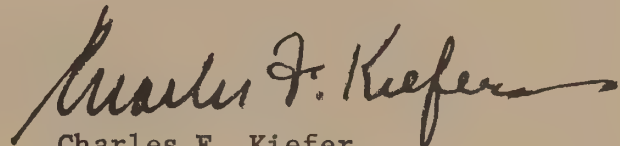
IX SALARY RATES FOR HARD-TO-FILL POSITIONS

The salary of employees occupying positions for which increased minimum rates have been established under Section 803 of the Classification Act, such as Mathematical Statisticians, in Series 1529, will be adjusted to the new rate for the step they are in on October 13. The new base contains provision for raising the entrance rate of such positions to make the Government rate more competitive with private industry. Therefore, a special pay range has been established for this series which provides for the same number of step increases within the grade as is provided for regular general schedule grades.

The per annum rates for Mathematical Statisticians, Series GS-1529, GS grades 5 through 11, is shown as Exhibit B. These rates will not apply at the present time to any positions in Agricultural Economics except Mathematical Statisticians. All new Mathematical Statisticians, GS-5 through 11, employed will be paid step 1 of the appropriate grade as shown in Exhibit B. Mathematical Statisticians in grades other than GS-5 through 11 will be paid at the regular rates shown for the appropriate grade in Exhibit A. Other positions in the Federal service to which these rates apply would include the Professional Engineering Series, Chemists, and a number of other specialized, hard-to-fill positions.

X RETIREMENT PROVISIONS OF THE ACT

The Act also makes provision for increases in retirement annuities and related benefits. These retirement features of the Act will be covered in a later circular.



Charles F. Kiefer
Executive Director
Management Operations Staff

PAY SCALES UNDER THE CLASSIFICATION ACT OF 1949; AS AMENDED SHOWING CHANGES MADE BY THE FEDERAL SALARY REFORM ACT OF 1962

Top Row: Old Rates
 Middle Row: Oct. 1962 Rates
 Bottom Row: Jan. 1964 Rates

(Employees in GS-1, 2, and 3 each get one step-up in grade, in addition to the increase shown in this schedule, as their October 1962 adjustment. Those who were in the third longevity step of GS-1, 2, or 3 receive the tenth step, plus \$105 to \$125 in October 1962.)

G	Step	Sal.	Step	Sal.	Step	Sal.	Step	Sal.	Step	Sal.	Step	Sal.	Step	Sal.	Step	Sal.	Step	Sal.	Step	Sal.	Size, Each Step Up
8	1	Incr.	2	Incr.	3	Incr.	4	Incr.	5	Incr.	6	Incr.	7	Incr.	8	Incr.	9	Incr.	10	Incr.	
1	\$3185	--	\$3290	--	\$3395	--	\$3500	--	\$3605	--	\$3710	--	\$3815	--	\$3920	--	\$4025	--	\$4130	--	\$105
	3245	60	3350	60	3455	60	3560	60	3665	60	3770	60	3875	60	3980	60	4085	60	4190	60	105
	3305	60	3410	60	3515	60	3620	60	3725	60	3830	60	3935	60	4040	60	4145	60	4250	60	105
2	3500	--	3605	--	3710	--	3815	--	3920	--	4025	--	4130	--	4235	--	4340	--	4445	--	105
	3560	60	3665	60	3770	60	3875	60	3980	60	4085	60	4190	60	4295	60	4400	60	4505	60	105
	3620	60	3725	60	3830	60	3935	60	4040	60	4145	60	4250	60	4355	60	4460	60	4565	60	105
3	3760	--	3865	--	3970	--	4075	--	4180	--	4285	--	4390	--	4495	--	4600	--	4705	--	105
	3820	60	3925	60	4030	60	4135	60	4240	60	4345	60	4455	65	4580	85	4705	105	4830	125	105-125
	3880	60	3985	60	4090	60	4195	60	4300	60	4405	60	4525	70	4650	70	4775	70	4900	70	105-125
4	4040	--	4145	--	4250	--	4355	--	4460	--	4565	--	4670	--	4775	--	4880	--	4985	--	105
	4110	70	4250	105	4390	140	4530	175	4670	210	4810	245	4950	280	5090	315	5230	350	5370	385	140
	4215	105	4355	105	4495	105	4635	105	4775	105	4915	105	5055	105	5195	105	5335	105	5475	105	140
5	4345	--	4510	--	4675	--	4840	--	5005	--	5170	--	5335	--	5500	--	5665	--	5830	--	165
	4565	220	4725	215	4885	210	5045	205	5205	200	5365	195	5525	190	5685	185	5845	180	6005	175	160
	4690	125	4850	125	5010	125	5170	125	5330	125	5490	125	5650	125	5810	125	5970	125	6130	125	160
6	4830	--	4995	--	5160	--	5325	--	5490	--	5655	--	5820	--	5985	--	6150	--	6315	--	165
	5035	205	5205	210	5375	215	5545	220	5715	225	5885	230	6055	235	6225	240	6395	245	6565	250	170
	5235	200	5410	205	5585	210	5760	215	5935	220	6110	225	6285	230	6460	235	6635	240	6810	245	175
7	5355	--	5520	--	5685	--	5850	--	6015	--	6180	--	6345	--	6510	--	6675	--	6840	--	165
	5540	185	5725	205	5910	225	6095	245	6280	265	6465	285	6650	305	6835	325	7020	345	7205	365	185
	5795	255	5990	265	6185	275	6380	285	6575	295	6770	305	6965	315	7160	325	7355	335	7550	345	195
8	5885	--	6050	--	6215	--	6380	--	6545	--	6710	--	6875	--	7040	--	7205	--	7370	--	165
	6090	205	6295	245	6500	285	6705	325	6910	365	7115	405	7320	445	7525	485	7730	525	7935	565	205
	6390	300	6600	305	6810	310	7020	315	7230	320	7440	325	7650	330	7860	335	8070	340	8280	345	210
9	6435	--	6600	--	6765	--	6930	--	7095	--	7260	--	7425	--	7590	--	7755	--	7920	--	165
	6675	240	6900	300	7125	360	7350	420	7575	480	7800	540	8025	600	8250	660	8475	720	8700	780	225
	7030	355	7260	360	7490	365	7720	370	7950	375	8180	380	8410	385	8640	390	8870	395	9100	400	230
10	6995	--	7160	--	7325	--	7490	--	7655	--	7820	--	7985	--	8150	--	8315	--	8480	--	165
	7290	295	7535	375	7780	455	8025	535	8270	615	8515	695	8760	775	9005	855	9250	935	9495	1015	245
	7690	400	7945	410	8200	420	8455	430	8710	440	8965	450	9220	460	9475	470	9730	480	9985	490	255
11	7560	--	7820	--	8080	--	8340	--	8600	--	8860	--	9120	--	9380	--	9640	--		--	260
	8045	485	8310	490	8575	495	8840	500	9105	505	9370	510	9635	515	9900	520	10165	525		--	265
	8410	365	8690	380	8970	395	9250	410	9530	425	9810	440	10090	455	10370	470	10650	485		--	280
12	8955	--	9215	--	9475	--	9735	--	9995	--	10255	--	10515	--	10775	--	11035	--		--	260
	9475	520	9790	575	10105	630	10420	685	10735	740	11050	795	11365	850	11680	905	11995	960		--	315
	9980	505	10310	520	10640	535	10970	550	11300	565	11630	580	11960	595	12290	610	12620	625		--	330
13	10635	--	10895	--	11155	--	11415	--	11675	--	11935	--	12195	--	12455	--	12715	--		--	260
	11150	515	11515	620	11880	725	12245	830	12610	935	12975	1040	13340	1145	13705	1250	14070	1355		--	365
	11725	575	12110	595	12495	615	12880	635	13265	655	13650	675	14035	695	14420	715	14805	735		--	385
14	12210	--	12470	--	12730	--	12990	--	13250	--	13510	--	13770	--	14030	--	14290	--		--	260
	12845	635	13270	800	13695	965	14120	1130	14545	1295	14970	1460	15395	1625	15820	1790	16245	1955		--	425
	13615	770	14065	795	14515	820	14965	845	15415	870	15865	895	16315	920	16765	945	17215	970		--	450
15	13730	--	14095	--	14380	--	14705	--	15030	--	15290	--	15550	--	15810	--		--		--	325-260
	14565	835	15045	990	15525	1145	16005	1300	16485	1455	16965	1675	17445	1895	17925	2115		--		--	480
	15665	1100	16180	1135	16695	1170	17210	1205	17725	1240	18240	1275	18755	1310	19270	1345		--		--	515
16	15255	--	15515	--	15775	--	16035	--	16295	--		--		--		--		--		--	260
	16000	745	16500	985	17000	1225	17500	1465	18000	1705		--		--		--		--		--	500
	16000	--	16500	--	17000	--	17500	--	18000	--		--		--		--		--		--	500
17	16530	--	16790	--	17050	--	17310	--	17570	--		--		--		--		--		--	260
	18000	1470	18500	1710	19000	1950	19500	2190	20000	2430		--		--		--		--		--	500
	18000	--	18500	--	19000	--	19500	--	20000	--		--		--		--		--		--	500
18	18500	--		--		--		--		--		--		--		--		--		--	
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	20000	--		--		--		--		--		--		--		--		--		--	

October 1962, Per Annum Rates for Hard-to-Fill Positions 1/

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GS-8	6500	6705	6910	7115	7320	7525	7730	7935	8140	8345
GS-9	7125	7350	7575	7800	8025	8250	8475	8700	8925	9150
GS-10	7780	8025	8270	8515	8760	9005	9250	9495	9740	9985
GS-11	8575	8840	9105	9370	9635	9900	10165	10430	10695	

1/ See Section IX of this circular.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 111

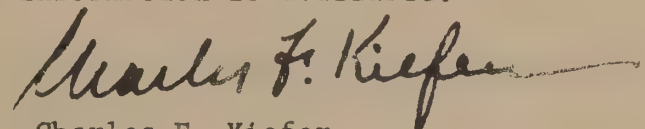
Standard Abbreviations for Position Titles - MODE Program

Payrolls and certain other personnel and fiscal operations are being automated under the MODE Program. Under present plans, payrolls for all employees in ERS, SRS, MOS, and SEG will be automated starting with the pay period March 3-16, 1963. The first check under the new system will be issued to employees in these agencies on March 28, 1963. This information is furnished in order that all employees may be informed.

In connection with the conversion under the MODE Program, the Department Office of Personnel has requested that abbreviated position titles be used on all personnel documents. Consequently, effective immediately, standard abbreviations will be used for all position titles on Form SF-50, Notification of Personnel Action, and Form OF-8, Position Description, prepared for new positions will include both the abbreviated and unabbreviated position titles. The copy of the position description which is sent to employees on appointment or change in position, will show the unabbreviated title.

Revised position charts, which will show position titles in the abbreviated form, will be prepared in DP in the near future and distributed to all offices which normally maintain position charts.

We are not asking that administrative officers or field offices use the abbreviated titles on SF-52 at the present time. However, after the revised charts showing the abbreviated titles are distributed we suggest the abbreviated titles be shown on SF-52's. A form requesting certain specific information will be sent to all employees at an early date. Other pertinent information, including a revised method of handling Time and Attendance Reports, will be furnished on a timely basis as soon as additional information is available.



Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 111

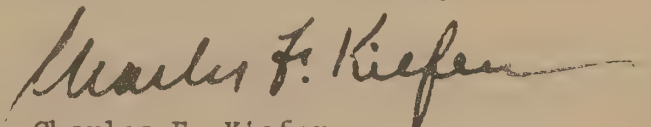
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In connection with the conversion under the MODE Program, the Department Office of Personnel has requested that abbreviated position titles be used on all personnel documents. Consequently, effective immediately, standard abbreviations will be used for all position titles on Form SF-50, Notification of Personnel Action, and Form OF-8, Position Description, prepared for new positions will include both the abbreviated and unabbreviated position titles. The copy of the position description which is sent to employees on appointment or change in position, will show the unabbreviated title.

Revised position charts, which will show position titles in the abbreviated form, will be prepared in DP in the near future and distributed to all offices which normally maintain position charts.

We are not asking that administrative officers or field offices use the abbreviated titles on SF-52 at the present time. However, after the revised charts showing the abbreviated titles are distributed, we suggest the abbreviated titles be shown on SF-52's. A form requesting certain specific information will be sent to all employees at an early date. Other pertinent information, including a revised method of handling Time and Attendance Reports, will be furnished on a timely basis as soon as additional information is available.



Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ECONOMICS

MANAGEMENT OPERATIONS STAFF

WASHINGTON 25, D.C.

November 19, 1962

AGRICULTURAL ECONOMICS CIRCULAR No. 112

Maximum Salary Limit on Certain Schedule A Appointments

The pay increase, effective October 14, 1962, effects the salary limitations for those Schedule A appointments whose salary is limited to a certain percentage of the base pay. Examples are:

1. Student Assistants under Schedule A.6-101(s)

For Student Assistants hired under Schedule A.6-101(s) at grades GS-4 or below whose salary each service year is limited to 40% of the annual salary for the first step of grade GS-3, the limit has increased from \$1504 under the old law to \$1528 under the new law.

Similarly for Student Assistants employed under Schedule A.6-101(s) at grades GS-5,6, or 7 the limit of 33 1/3% of the base rate of the grade at which employed permits an increase in salary as follows:

GS-5 from \$1448.33 to \$1521.66

GS-6 from \$1610 to \$1678.33

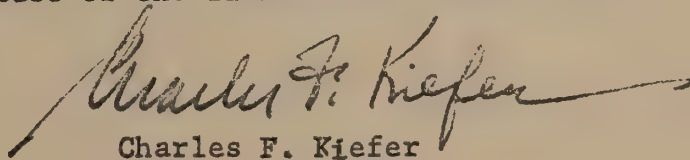
GS-7 from \$1785 to \$1846.66

Student Assistants also have a limit of 130 days a service year. Each day on which any service is performed is counted as an entire day in computing this time limit.

2. Intermittent Employees under Schedule A.6-101(g)

Employees hired under Schedule A.6-101(g) for part time or intermittent work at any grade whose salary is limited to 40% of the annual salary rate for the first step of grade GS-3 will similarly be affected. The total amount permitted during a service year, including any premium pay such as overtime, night, Sunday, or holiday work will be increased under the new law from \$1504 to \$1528 a service year. This authority does not carry a limit as to the number of days the employee works. This authority may not be used for job employment, only for appointments of an indefinite, part-time, or intermittent nature. It may not be used in the Washington, D.C., area.

Field offices recommending appointments under these authorities are responsible for seeing that the limitations are not exceeded. DBF may not authorize payment of salary in excess of the limitations shown on the appointments.



Charles F. Kiefer
Executive Director

Management Operations Staff

DISTRIBUTION:

All Divisions and Offices

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ECONOMICS

MANAGEMENT OPERATIONS STAFF

WASHINGTON 25, D.C.

November 19, 1962

AGRICULTURAL ECONOMICS CIRCULAR No. 112

Maximum Salary Limit on Certain Schedule A Appointments

The pay increase, effective October 14, 1962, effects the salary limitations for those Schedule A appointments whose salary is limited to a certain percentage of the base pay. Examples are:

1. Student Assistants under Schedule A.6-101(s)

For Student Assistants hired under Schedule A.6-101(s) at grades GS-4 or below whose salary each service year is limited to 40% of the annual salary for the first step of grade GS-3, the limit has increased from \$1504 under the old law to \$1528 under the new law.

Similarly for Student Assistants employed under Schedule A.6-101(s) at grades GS-5,6, or 7 the limit of 33 1/3% of the base rate of the grade at which employed permits an increase in salary as follows:

GS-5 from \$1448.33 to \$1521.66

GS-6 from \$1610 to \$1678.33

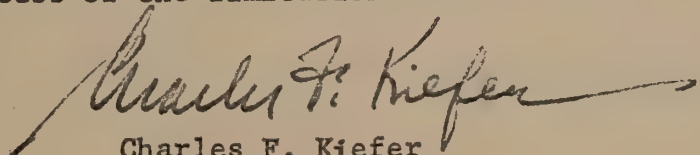
GS-7 from \$1785 to \$1846.66

Student Assistants also have a limit of 130 days a service year. Each day on which any service is performed is counted as an entire day in computing this time limit.

2. Intermittent Employees under Schedule A.6-101(g)

Employees hired under Schedule A.6-101(g) for part time or intermittent work at any grade whose salary is limited to 40% of the annual salary rate for the first step of grade GS-3 will similarly be affected. The total amount permitted during a service year, including any premium pay such as overtime, night, Sunday, or holiday work will be increased under the new law from \$1504 to \$1528 a service year. This authority does not carry a limit as to the number of days the employee works. This authority may not be used for job employment, only for appointments of an indefinite, part-time, or intermittent nature. It may not be used in the Washington, D.C., area.

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Charles F. Kiefer

Executive Director

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DISTRIBUTION:

All Divisions and Offices

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
Washington 25, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 113

Increased Withholding of Federal Income Tax

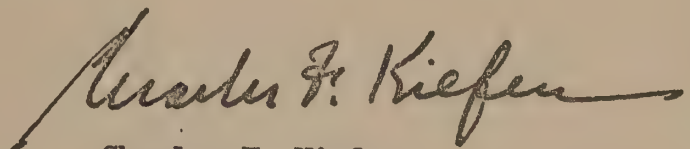
Because of the recent pay increase or for other reasons you may wish to increase withholding of Federal income tax from your pay.

If you don't expect your income tax withheld to equal your final tax liability, you may submit an amended Form W-4, Employee's Withholding Exemption Certificate, to increase the withholdings. You may accomplish this (1) by claiming fewer exemptions than those to which you are entitled; or (2) if your withholding exemptions are reduced to zero, by specifying an additional amount to be withheld in multiples of \$5.

Instead of the foregoing, you may wish to file a declaration of estimated tax (Form 1040 ES) or an amendment of an existing declaration of estimated tax. The filing of such declaration, with payment of quarterly estimated tax, is mandatory under the Internal Revenue Code in any case where the tax liability would exceed withholdings by more than \$40. By adjusting current withholdings in accordance with the preceding paragraph, so that any difference between tax liability and withholdings will not exceed \$40, the declaration of estimated tax or amendment is not required.

Washington employees may obtain Form W-4 from your administrative officer. Field employees may obtain the form from your officer in charge or your administrative officer. Return the completed Form W-4 to:

Division of Budget and Finance (Fiscal Branch)
Management Operations Staff
U. S. Department of Agriculture
Washington 25, D. C.



Charles F. Kiefer
Executive Director
Management Operations Staff

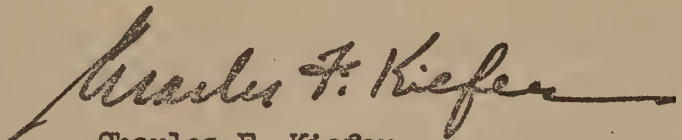
UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 114

Withholding Bulk Mailings December 1 to December 26, 1962

We have been asked to assist the Post Office Department during the Christmas Holiday Season by withholding from the mails all bulk mailings of pamphlets, books, forms and other printed matter during the period December 1 to December 26, 1962. These bulk mailings seriously interfere with the expeditious handling of the holiday mails, and on account of its weight often causes damage to Christmas parcels. We should cooperate with the Post Office Department by postponing bulk mailings until after December 26, unless this would seriously handicap a program operation.

This Circular in no way affects the handling of ordinary official correspondence.



Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ECONOMICS

MANAGEMENT OPERATIONS STAFF

WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 115

Withholding of State Income Tax - Virginia

An agreement has been concluded between the Secretary of the Treasury and the State of Virginia which provides for the withholding of Virginia State income taxes from the compensation of Federal employees whose regular place of employment is within the State of Virginia, whether they are residents or non-residents of Virginia. Due to the language of the agreement and to reciprocal agreements between Virginia and other jurisdictions, the compensation of employees who fall in the following category is not subject to the Virginia Income Tax withholding provisions:

Employees who reside in North Carolina, Kentucky, West Virginia, Maryland, and the District of Columbia who commute daily to places of employment in Virginia.

The agreement requires that taxes be withheld from wages of affected employees paid on or after January 1, 1963.

Since exemptions under Virginia law differ from those under Federal law, each employee, whose regular place of employment is within the State of Virginia must obtain and complete Va.-4, Virginia Employee's Withholding Exemption Certificate. Those employees who live in Kentucky, Maryland, North Carolina, West Virginia, or the District of Columbia and commute on a daily basis to place of employment in Virginia must also obtain and complete Form Va.-3, Certificate of Non-Residence in the Commonwealth of Virginia. A supply of these forms for stocking in the Division of Budget and Finance has been ordered from the State of Virginia. The responsible official in each division or office must therefore notify each affected employee to request the Division of Budget and Finance to forward applicable forms to the employee. The requests, and the forms when completed by the employee, should be mailed to the following address:

USDA - MOS (ERS - SRS)
Post Office Box 7267 - Apex Station
Washington 4, D. C.

1. 10. 1911

2. 11. 1911

3. 12. 1911

4. 1. 1912

5. 2. 1912

6. 3. 1912

7. 4. 1912

8. 5. 1912

9. 6. 1912

10. 7. 1912

11. 8. 1912

12. 9. 1912

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ECONOMICS

MANAGEMENT OPERATIONS STAFF

WASHINGTON 25, D.C.

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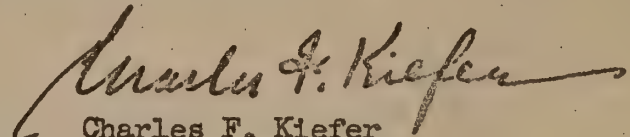
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Washington 4, D. C.

AGRICULTURAL ECONOMICS CIRCULAR No. 115

It is most important that the certificates be submitted as soon as possible since the Fiscal Branch, Division of Budget and Finance, must have the information to determine the amount of Virginia State Income Tax that must be withheld beginning with the pay period December 9 - December 22, payable January 3, 1963. In the event an employee, to whom withholding applies, fails to execute and submit the form Va.-4, withholding will be accomplished as if the employee had claimed a zero ("0") exemption.

Officers in charge of field offices in Virginia subsequent to compliance with this Circular should request form Va.-3 and Va.-4, as appropriate, for completion by all new employees and forward the form to the Division of Budget and Finance as prescribed above.



Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 116

Use of Economical Airplane Accommodations for Official Travel

A recent Bureau of the Budget Bulletin emphasized the necessity for increased use of economical airplane accommodations on official air travel. This requirement was further emphasized in a Memorandum to Heads of Department Agencies from the Administrative Assistant Secretary on November 2, 1962; and Budget and Finance Memorandum No. 556, dated November 6, 1962.

This Circular (1) sets forth Department and Agricultural Economics policy on the use of less than first-class air accommodations, (2) calls attention of officials and employees to their responsibility to avoid the use of first class air accommodations when more economical transportation will serve the Government's needs adequately, and (3) prescribes reports by the Division of Budget and Finance on air travel.

Agricultural Economics Policy

Less than first-class accommodations shall be used for all air travel on behalf of the Department and Agricultural Economics except when:

1. Carriers schedule only first-class accommodations on all flights for all or any portion of the trip concerned. In such cases the traveler shall include certifications on his voucher for each portion of a particular trip for which carriers schedule only first-class accommodations.
2. The flight duration is ten hours or more.
3. First-class accommodations are specifically authorized or approved on an individual trip basis for other justifiable reason. Any Form AD-202, Authorization-Travel, issued as advance authorization for the use of first-class accommodations must contain a statement specifying the justification therefor. For similar travel approved under Agricultural Economics Circular 100, General Authorization, the traveler must include a statement on his travel voucher setting forth the facts by which he justified the use of first-class accommodations. Unless the approving officer approves use of such first-class accommodations by a specific statement over his signature on the voucher, the excess costs (i.e., first-class fare over coach or tourist class fare) will be disallowed.

Applicability

Provisions of this Circular are applicable to all categories of persons who travel on official orders, including consultants and employees' families.

Responsibility of Officials and Employees

Under the above stated policy the responsibilities of officials and employees of Agricultural Economics, with respect to authorizing, directing, approving, and performing travel, as provided for by Agricultural Economics Circular No. 100, has been increased by the requirement for strict adherence to such policy. As a consequence, all officials and employees concerned with travel are responsible for assuring the utilization of less than first-class air accommodations to the maximum extent feasible. However, it is recognized that a variety of compelling circumstances may require a traveler to book first-class travel in the Government's interest. An example of this type of circumstance (applicable to item 3 under "Agricultural Economics Policy" above) would be where waiting for or use of less than first-class accommodations would not permit the traveler to arrive at his destination in time for scheduled appointments.

Procedural Guidelines for Implementing Policy

The following guidelines are established for air travel for Agricultural Economics:

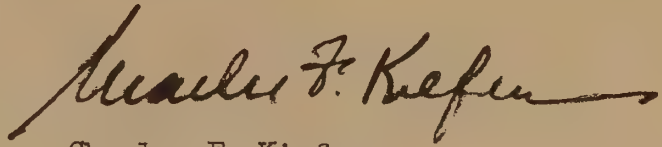
1. Accommodations less than "first class" are the standard for use.
2. Reservations should be made at least a week in advance, when feasible.
3. Secretaries when making reservations should, within the provisions of this Circular, request accommodations less than first class.
4. Consultants and personnel on detail to Agricultural Economics should be informed of Agricultural Economics policy.

Report

The Division of Budget and Finance, MOS, is required to furnish the Office of Budget and Finance a quarterly report, on the basis of travel vouchers certified for payment, showing the following:

1. Number of transportation requests and total costs of first-class and extra fare accommodations for the quarter.
2. Number of transportation requests and total costs of less than first-class accommodations for the quarter.

The report shall be submitted to the Office of Budget and Finance not later than the 15th of the month following the close of the quarter. The first report shall cover only the months of November and December 1962 and will be due January 15, 1963.

A handwritten signature in dark ink, reading "Charles F. Kiefer", with a long horizontal flourish extending to the right.

Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 116

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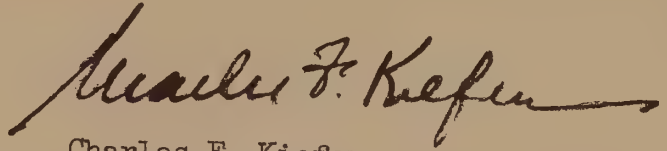
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Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 117

Recommendation for Personnel Actions - Conversion to MODE

I PURPOSE

This is to provide for a partial "freeze" on personnel actions during the period when the Division of Personnel will be engaged in preparing the necessary conversion documents preparatory to converting our payrolls to the automated procedures under the MODE system.

II GENERAL

Starting December 10 both DP and DBF will be preparing special forms to furnish information to the MDSC in New Orleans which is necessary to automate the payrolls and certain other reports and records. The additional workload involved in the preparation of these special conversion documents will have considerable impact upon the day to day operations of both DP and DBF. In addition to the workload involved, the employees' personnel folders, which are a source for much of the material to be included on the conversion document, will be out of file and unavailable for use in processing personnel actions. Consequently, it will be necessary to impose a partial "freeze" on the processing of personnel actions coming into DP during the period concerned. Specific actions will be handled as outlined in paragraphs IV and V below.

III EFFECTIVE DATE - DECEMBER 10, 1962, THROUGH JANUARY 11, 1963

Preparation of conversion documents will start December 10 and will continue through approximately January 11, 1963. Consequently, all divisions and offices are requested to follow this procedure starting immediately.

IV APPOINTMENTS AND SEPARATIONS

A Appointments. Recommendations for appointments may be submitted and will be handled in the usual manner.

AGRICULTURAL ECONOMICS CIRCULAR No. 117

(IV)

B Separations. All separations, resignations, or other actions removing an employee from the rolls of any agency serviced by MOS should be submitted as soon as possible and will be handled in the usual manner. If it is known that any employee is to resign or otherwise leave the service prior to March 3, 1963, advise DP and submit SF-52 as soon as possible. In these cases DP will not prepare a conversion document since the employee will not be on the rolls on March 3, 1963, the conversion date for ERS, SRS, SEG, and MOS.

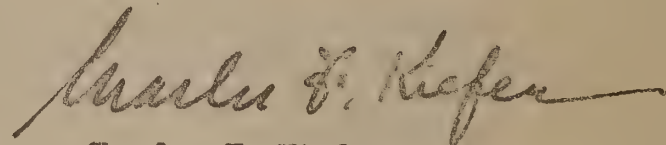
C Other Actions. Recommendations for all other actions should be withheld during this period, except as outlined below. Although this partial "freeze" is for the period December 10 through January 11, 1963, it would be desirable to hold processing of personnel actions to a minimum until after the agency's conversion date (March 3, 1963).

V SPECIAL CASES

Provision will be made for special handling of cases which, because of unusual circumstances, must be processed during this period. Officials are encouraged to discuss such cases with the individual Placement Officer in DP who is assigned to the work of the division.

VI AFTER CONVERSION DATE

Because of the changeover to automation, a few changes will be necessary in the forms and procedures now in effect, such as military, selective service, and marital status from new employees; and a revised time and attendance reporting procedure. Specific instructions will be issued to all offices regarding these matters.



Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
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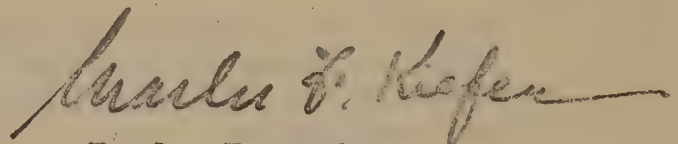
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AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 119

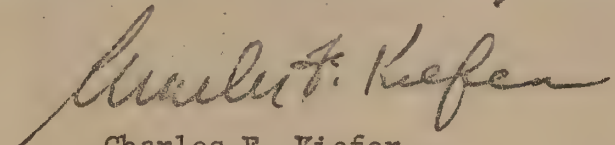
Holiday, December 24, 1962

The President, by Executive Order, has declared Monday, December 24, 1962, to be a holiday and has directed that all employees be excused from duty on that day, except those employees whose absence from duty would be inconsistent with the provisions of existing law and except those who may for special public reasons be excluded by the heads of their agencies or department. Employees in Agricultural Economics will be excused on this basis.

December 24 will be handled on Time and Attendance Reports in the same manner as any other legal holiday.

All divisions and offices are encouraged to adopt a liberal policy for granting leave over the holiday period to the extent consistent with the needs of the service.

December 31 is not a holiday and any absence on that day will require a charge to leave.



Charles F. Kiefer
Executive Director
Management Operations Staff

DISTRIBUTION: All Divisions and Offices

December 18, 1962

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ECONOMICS

MANAGEMENT OPERATIONS STAFF

WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 120

Manpower Utilization - Position Control

I PURPOSE

This Circular is to (1) reemphasize the requirement for better manpower utilization as outlined in Agricultural Economics Circular No. 91, (2) provide for a review of vacant positions to determine if they can be abolished, and (3) reestablish the procedure for certification of need to fill vacancies formerly provided in Agricultural Economics Circular No. 82 and Section 3311 of the Agricultural Economics Manual.

This procedure is an interim procedure established to meet the requirements of the Bureau of the Budget and the Department as outlined below.

II GENERAL

A The President, in signing the Postal Service and Federal Employees' Salary Act of 1962, directed agencies to review with meticulous care each vacancy resulting from voluntary resignation, retirement, or death and to determine whether the duties of the position can be abolished without seriously affecting the execution of essential functions, and to reemphasize the importance of limiting the number of Federal employees to the absolute minimum required for the conduct of public business and to strengthen the manpower control program.

B The Bureau of the Budget has requested estimates of funds required to meet increased pay costs and requires that such estimates contain a certification that the above directive has been met.

C The Secretary has directed, by memorandum dated 10/26/62, each agency head to immediately institute necessary procedures to assure compliance with the President's directive.

D Budget and Finance Memorandum No. 559 requires emphasis on continuing program efforts on improving manpower controls and utilization in addition to:

1 A report indicating in specific terms the actions being taken to increase productivity and to control manpower stating:

- a Plan or outline of the agency programs,
- b Specific areas where emphasis will be placed in the next few months,
- c Schedule for action on primary areas of improvement,
- d Nature and adequacy of staff assigned to the program, and
- e The anticipated results and benefits.

2 Submission of a report of employment as of the end of each month beginning January 31, 1963, through June 30, 1963, to the Office of Budget and Finance. The estimate and monthly reports shall reflect:

- a Full-time permanent employees and
- b All other employees.

The material for this report which will be submitted by the Division of Budget and Finance will be from the monthly report prepared by the Division of Personnel.

III REQUIREMENT FOR CERTIFICATION

To meet the requirements of these directives pending further instructions from the Office of the Secretary the following interim procedure will be followed in Agricultural Economics.

A Delegation of Responsibility. Authority has been delegated by the agency heads to division directors or acting division directors to:

1 Carefully review each vacancy to determine whether the position can be abolished or filled by reassignment of the duties to present personnel.

2 Approve those vacancies, grade 7 and below, considered necessary to carry out assigned programs if such positions do not increase the division employment beyond the numbers reflected in the operating budget. Obtain approval of the Administrator, ERS or SRS, or the Executive Director, MOS, on those positions, grade 7 and above,

generally, in the fund review meetings or by direct contact with the appropriate Administrator, or the Executive Director, on those positions which have not been discussed. No vacant position shall be filled unless it is within the employment reflected in the operating budget or subsequently approved by the appropriate Administrator, or the Executive Director, and funds are sufficient to cover such costs. Adjustments of the estimated monthly employment must be processed when increases in the forecast approved by the appropriate Administrator, or the Executive Director, exceed the budgeted month-end employment.

B Exceptions to Requirement. The vacancy control is not required when positions are to be filled by the following types of actions:

1 Promotion of an employee when his position is reclassified to a higher grade because of increased duties and responsibilities assumed over an appreciable period of time or because of a change in the Civil Service Commission or Departmental standards.

2 Reemployment of a former employee with mandatory reemployment rights.

3 Reassignment of an employee because his position description is rewritten to bring it up to date, provided the old position is being abolished.

4 Return to duty of an employee from nonpay status.

5 Promotion of an employee under a training agreement approved by the Civil Service Commission.

6 Employment for a temporary period not to exceed 30 days.

7 Salary adjustments for "cooperatively controlled" employees where the salary is mutually determined by the Federal agency and the cooperator.

IV PROCEDURE

In those cases where the division director, or acting director, has obtained the approval of the appropriate Administrator, or the Executive Director, or determines that the position is necessary to carry out assigned programs, certification to that effect shall be made on the SF-52, Request for Personnel Action, as follows:

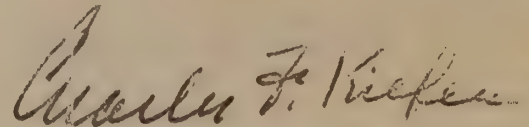
AGRICULTURAL ECONOMICS CIRCULAR No. 120

A Requests Signed by Division Director. SF-52's signed by the division director, or acting director, for positions grade 7 and below shall include the following statement under "Remarks" on the SF-52: "I hereby certify that I have reviewed this position and find it is necessary to carry out assigned programs." For positions grade 7 and above the following statement shall be included under "Remarks" on the SF-52: "I hereby certify that this position has been approved by the Administrator." (or Executive Director)

B Requests Not Signed by Division Director. When authority to sign SF-52's has been delegated, as in the case of heads of field offices or administrative officers, the official whose signature appears on the SF-52 shall obtain the approval of the division director or acting division director to fill the vacancy and include the following statement under "Remarks" on the SF-52: "Approval has been received from the division director (or acting division director) to fill this position."

V EFFECTIVE DATE

The procedure outlined herein shall be effective immediately to enable agency heads to make the certification required by the Department.



Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ECONOMICS

MANAGEMENT OPERATIONS STAFF

WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 120

Manpower Utilization - Position Control

I PURPOSE

This Circular is to (1) reemphasize the requirement for better manpower utilization as outlined in Agricultural Economics Circular No. 91, (2) provide for a review of vacant positions to determine if they can be abolished, and (3) reestablish the procedure for certification of need to fill vacancies formerly provided in Agricultural Economics Circular No. 82 and Section 3311 of the Agricultural Economics Manual.

This procedure is an interim procedure established to meet the requirements of the Bureau of the Budget and the Department as outlined below.

II GENERAL

A The President, in signing the Postal Service and Federal Employees' Salary Act of 1962, directed agencies to review with meticulous care each vacancy resulting from voluntary resignation, retirement, or death and to determine whether the duties of the position can be abolished without seriously affecting the execution of essential functions, and to reemphasize the importance of limiting the number of Federal employees to the absolute minimum required for the conduct of public business and to strengthen the manpower control program.

B The Bureau of the Budget has requested estimates of funds required to meet increased pay costs and requires that such estimates contain a certification that the above directive has been met.

C The Secretary has directed, by memorandum dated 10/26/62, each agency head to immediately institute necessary procedures to assure compliance with the President's directive.

D Budget and Finance Memorandum No. 559 requires emphasis on continuing program efforts on improving manpower controls and utilization in addition to:

1 A report indicating in specific terms the actions being taken to increase productivity and to control manpower stating:

- a Plan or outline of the agency programs,
- b Specific areas where emphasis will be placed in the next few months,
- c Schedule for action on primary areas of improvement,
- d Nature and adequacy of staff assigned to the program, and
- e The anticipated results and benefits.

2 Submission of a report of employment as of the end of each month beginning January 31, 1963, through June 30, 1963, to the Office of Budget and Finance. The estimate and monthly reports shall reflect:

- a Full-time permanent employees and
- b All other employees.

The material for this report which will be submitted by the Division of Budget and Finance will be from the monthly report prepared by the Division of Personnel.

III REQUIREMENT FOR CERTIFICATION

To meet the requirements of these directives pending further instructions from the Office of the Secretary the following interim procedure will be followed in Agricultural Economics.

A Delegation of Responsibility. Authority has been delegated by the agency heads to division directors or acting division directors to:

1 Carefully review each vacancy to determine whether the position can be abolished or filled by reassignment of the duties to present personnel.

2 Approve those vacancies, grade 7 and below, considered necessary to carry out assigned programs if such positions do not increase the division employment beyond the numbers reflected in the operating budget. Obtain approval of the Administrator, ERS or SRS, or the Executive Director, MOS, on those positions, grade 7 and above,

generally, in the fund review meetings or by direct contact with the appropriate Administrator, or the Executive Director, on those positions which have not been discussed. No vacant position shall be filled unless it is within the employment reflected in the operating budget or subsequently approved by the appropriate Administrator, or the Executive Director, and funds are sufficient to cover such costs. Adjustments of the estimated monthly employment must be processed when increases in the forecast approved by the appropriate Administrator, or the Executive Director, exceed the budgeted month-end employment.

B Exceptions to Requirement. The vacancy control is not required when positions are to be filled by the following types of actions:

- 1 Promotion of an employee when his position is reclassified to a higher grade because of increased duties and responsibilities assumed over an appreciable period of time or because of a change in the Civil Service Commission or Departmental standards.
- 2 Reemployment of a former employee with mandatory reemployment rights.
- 3 Reassignment of an employee because his position description is rewritten to bring it up to date, provided the old position is being abolished.
- 4 Return to duty of an employee from nonpay status.
- 5 Promotion of an employee under a training agreement approved by the Civil Service Commission.
- 6 Employment for a temporary period not to exceed 30 days.
- 7 Salary adjustments for "cooperatively controlled" employees where the salary is mutually determined by the Federal agency and the cooperator.

IV PROCEDURE

In those cases where the division director, or acting director, has obtained the approval of the appropriate Administrator, or the Executive Director, or determines that the position is necessary to carry out assigned programs, certification to that effect shall be made on the SF-52, Request for Personnel Action, as follows:

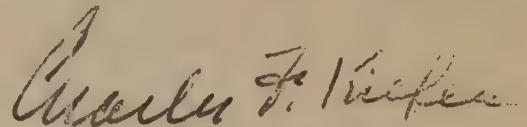
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V EFFECTIVE DATE

The procedure outlined herein shall be effective immediately to enable agency heads to make the certification required by the Department.



Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ECONOMICS

MANAGEMENT OPERATIONS STAFF

WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 121

New Forms For Recording Time and Attendance

I PURPOSE

This Circular (1) gives information on the new forms to be used for reporting time and attendance under the new payrolling system, (2) prescribes a trial use of the new forms, and (3) gives instructions for requisitioning them.

II GENERAL

Beginning with the pay period March 3, 1963, all employees in ERS, SRS, MOS, and SEG will be payrolled by the Management Data Service Center (MDSC) at New Orleans, Louisiana. The payroll system (referred to as MODE) employed by the Center will result in the discontinuance of the presently used Form MOS-276, Time and Attendance Report. In lieu thereof, the following forms will be used for recording time and attendance and for the transmission of such forms to the MDSC effective with the pay period beginning March 3, 1963:

Form AD-317, Time and Attendance Report

Form AD-342, Transmittal for Time and Attendance Report

III TRIAL USAGE OF FORM AD-317 AND AD-342

To familiarize all timekeepers with the use of the new forms (prior to the submission of such forms to the MDSC), Forms AD-317 will be used for recording time and attendance of all Agricultural Economics employees for the pay periods 2/3-16/63 and 2/17-3/2/63. These forms, in lieu of MOS 276, will be transmitted to the Division of Budget and Finance, MOS, for payrolling purposes. Field offices shall transmit AD-317's to DBF by AD-342. Washington offices shall transmit AD-317's to DBF in the same manner as MOS-276's are presently transmitted. AD-342's are not to be prepared by Washington offices.

IV REQUISITION OF FORM AD-317 (3 part) AND AD-342

Because of the limited supply of AD-317 and AD-342 presently on hand, MOS-214, Request for Supplies, Equipment, or Services shall be submitted immediately to the Division of Administrative Services, MOS, as follows:

AGRICULTURAL ECONOMICS CIRCULAR No. 121

A Field Offices

1 Requisition a 5-pay period supply of both forms on an initial MOS-214.

2 On a second MOS-214, requisition a 6-month supply of both forms. (Estimate 5 sets of Forms AD-342 for each pay period)

B Washington Offices

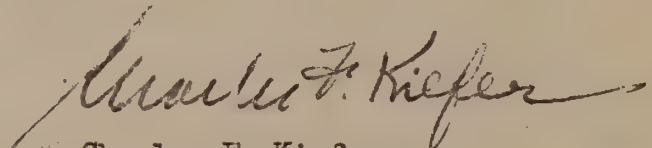
1 Requisition a 5-pay period supply of AD-317 on an initial MOS-214.

2 On a second MOS-214, requisition a 6-month supply of AD-317.

To facilitate filling requisitions, do not request other items on the above requisitions. No charge will be made for forms initially requisitioned. Charges for forms on the second requisition will be at the rate of an estimated \$13.00 per thousand.

V PREPARATION OF AD-317 AND AD-342

Instructions for preparing the new T&A report form and the transmittal form will be issued as soon as possible.



Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ECONOMICS

MANAGEMENT OPERATIONS STAFF

WASHINGTON 25, D.C.

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2 On a second MOS-214, requisition a 6-month supply of both forms. (Estimate 5 sets of Forms AD-342 for each pay period)

B Washington Offices

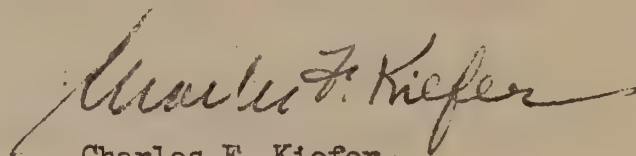
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To facilitate filling requisitions, do not request other items on the above requisitions. No charge will be made for forms initially requisitioned. Charges for forms on the second requisition will be at the rate of an estimated \$13.00 per thousand.

V PREPARATION OF AD-317 AND AD-342

Instructions for preparing the new T&A report form and the transmittal form will be issued as soon as possible.



Charles F. Kiefer
Executive Director
Management Operations Staff

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

January 23, 1963

To : All Divisions and Offices

From : Charles F. Kiefer, Executive Director
Management Operations Staff

Subject: Changes in Agricultural Economics Circular No. 121, New Forms for Recording Time and Attendance

Payrolling of ERS, SRS, MOS, and SEG personnel by the Management Data Service Center (MDSC) at New Orleans, Louisiana, scheduled for the pay period beginning March 3, 1963, has been extended and is now scheduled to be effective with the pay period beginning March 31, 1963, or later.

Trial usage of the new payroll forms is now changed to be effective with the pay period beginning February 17, 1963.

Please make the following pen and ink changes in Agricultural Economics Circular No. 121.

Pen and Ink Changes.

Section II - First line - Change "March 31, 1963" to read "to be announced by Division of Budget and Finance."

Last line - Change "beginning with March 3, 1963," to read "announced by DBF."

Section III - Fourth line - Change "for the pay periods 2/3 - 16/63 and 2/17 - 3/2/63" to read "effective with the pay period beginning 2/17/63."

Distribution of Forms AD-317 and AD-342.

Forms AD-317 and AD-342 will be available for distribution approximately February 10, 1963. Requisitions will be filled on the date Forms AD-317 and AD-342 are received in stock.

Charles F. Kiefer

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ECONOMICS

MANAGEMENT OPERATIONS STAFF

WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 122

Income Tax Advisory Service

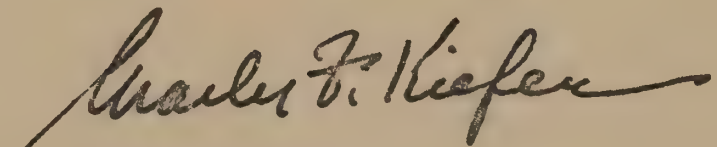
In accordance with the Government-wide plan of cooperating with the Internal Revenue Service and the District of Columbia, Roosevelt Butler of the Division of Budget and Finance has been designated to advise ERS, SRS, SEG, and MOS employees on questions they may have in connection with their 1962 Federal and District of Columbia income tax returns. He is not authorized to prepare or revise individual tax report forms.

This service will be available effective January 17, 1963. Mr. Butler may be consulted in room 0311, South Building, or by calling Extension 7275 during the following days and hours:

<u>Period</u>	<u>Days</u>	<u>Hours</u>
January 17 through April 5	Tuesdays and Thursdays	9 a.m. - 12 noon
April 8 through April 15	Each workday	9 a.m. - 12 noon

Observance of these hours will increase the effectiveness and scope of the tax service in that Agricultural Economics employees will be able to discuss their tax questions without interruption.

A limited number of Federal and District of Columbia tax forms will be available in Room 0311 for employees' use.



Charles F. Kiefer
Executive Director
Management Operations Staff

DISTRIBUTION: All Employees in Washington, D. C.

January 15, 1963

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ECONOMICS

MANAGEMENT OPERATIONS STAFF

WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR No. 122

Income Tax Advisory Service

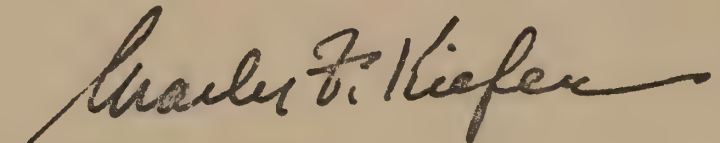
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UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ECONOMICS
MANAGEMENT OPERATIONS STAFF
WASHINGTON 25, D.C.

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Income Tax Advisory Service

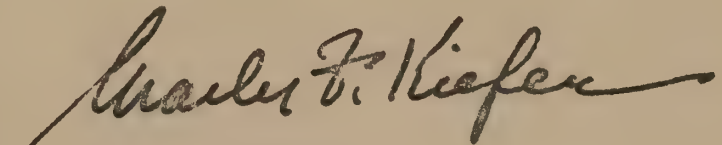
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Charles F. Kiefer
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UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ECONOMICS

MANAGEMENT OPERATIONS STAFF

WASHINGTON 25, D.C.

AGRICULTURAL ECONOMICS CIRCULAR NO. 123

System of Allotment, Work Plan, and Sub-Work Plan Code Symbols For Fiscal Year 1963

I PURPOSE

This circular (1) prescribes and explains the system for establishing fiscal year 1963 allotment, work plan and sub-work plan code symbols on a numerical basis, effective January 1, 1963, and (2) prescribes in Exhibit A attached, specific code numbers for work plans applicable to the various organizational units and special accounts of Agricultural Economics.

II EXPLANATION OF CODE SYMBOLS

The basic pattern for assigning these symbols is illustrated by the following example of an allotment, work plan, and sub-work plan code:

Fiscal Year	Fund or Fund and Limitation	Allottee and Agency	Work Plan	Sub-Work Plan
-	-	-	-	-
3	01	08	3	01

- A The Fiscal Year and the Fund or Fund and Limitation code derive from the three digit fund and limitation codes set forth in Exhibit B, Agricultural Economics Circular No. 97.
- B The first digit of the two position Allottee and Agency code will indicate the Allottee as follows:

- 0 - Represents funds allotted to the Administrator
- 9 - Represents funds allotted to the Executive Director, MOS

AGRICULTURAL ECONOMICS CIRCULAR No. 123

(II B)

The second digit of the two position Allottee and Agency code will indicate the Agency, i.e., 7 - Economic Research Service; 8 - Statistical Reporting Service.

C The Work Plan code is derived from Exhibit A of this circular and reflects the organizational unit or special account to which the work plan has been made.

D The two-digit Sub-Work Plan codes are set forth each fiscal year in the approved Form MOS-158, Work Plan and Sub-Work Plan Codes Proposed for Fiscal Year 196-, furnished each division and staff office by DBF. Changes throughout the year should also be accomplished by use of Form MOS-158 revised.

E SPECIFIC EXAMPLES OF WORK PLAN AND SUB-WORK PLAN CODES

EXAMPLES:

- (1) 301-08-4
- (2) 301-08-4-02

The codes in the above examples represent the following:

(1) Work plan issued to the Standards and Research Division, SRS, providing "S&E" funds allotted to the Administrator, SRS.

(2) Sub-work plan issued to the Data Processing Branch, Standards and Research Division, SRS, under the work plan in (1) above.

III NUMBERING OF FORMS

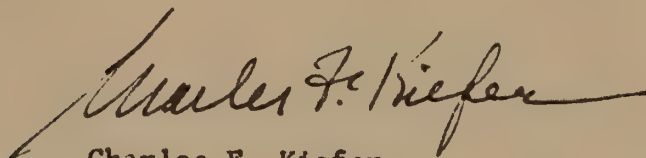
During the fiscal year 1963, each MOS-1, Advice of Allotment, establishing the allotment and any subsequent MOS-1 changing that allotment shall be numbered in sequence 1,2,3,4, etc., in the upper right hand corner of the form. The same numbering system shall be used for MOS-96, Notice of Work Plans, reflecting either the initial issuance or subsequent change of a specific work plan or sub-work plan.

IV RELATIONSHIP TO EXISTING CIRCULARS

The code symbols and system prescribed by Agricultural Economics Circulars No. 5 and No. 26 for fiscal year 1961 and 1962 funds, respectively, must not be used for the fiscal year 1963 funds. The third sentence of Section II B 3 of Agricultural Economics Circular No. 97, making reference to Circular No. 5 for basic allottee and workplan code symbols, is therefore no longer applicable relative to fiscal year 1963. Of course, Circulars 5 and 26 remain effective as the basis for the fund and work plan coding system used relative to fiscal years 1961 and 1962, respectively. Circular No. 104 remains effective as the basis for the System of Allotment Work Plan Code symbols for fiscal year 1963 in effect prior to the effective date of this circular.

V QUESTIONS

Questions pertaining to this circular should be directed to the Budget Branch, DBF.



Charles F. Kiefer
Executive Director
Management Operations Staff

Attachment

WORK PLAN CODES

January 1 - June 30, 1963

AGRICULTURAL ECONOMICS CIRCULAR NO. 123
EXHIBIT A

Code	Economic Research Service	Code	Statistical Reporting Service	Code	Management Operations Staff
1	Farm Production Economics Div.	1	Agricultural Estimates Division	1	Office of Administrator
2	Resource Dev. Economics Div.	2	Crop Reporting Board	2	Staff Economists Group
3	Marketing Economics Division	3	Field Operations Division	3	Executive Director
4	Economic & Stat. Anal. Div.	4	Standards and Research Div.	4	Division of Admin. Services
5	Dev. & Trade Analysis Div.	5		5	Division of Budget and Finance
6	Regional Analysis Division	6		6	Division of Information
7		7		7	Division of Personnel
8		8		8	Miscellaneous
9		9		9	
0	Special Purposes, Program	0	Special Purposes, Program	0	Special Purposes, Staff

Plant	Number of plants	Number of leaves	Number of flowers	Number of fruits	Number of seeds
1. <i>Phaseolus vulgaris</i>	1	1	1	1	1
2. <i>Phaseolus vulgaris</i>	2	2	2	2	2
3. <i>Phaseolus vulgaris</i>	3	3	3	3	3
4. <i>Phaseolus vulgaris</i>	4	4	4	4	4
5. <i>Phaseolus vulgaris</i>	5	5	5	5	5
6. <i>Phaseolus vulgaris</i>	6	6	6	6	6
7. <i>Phaseolus vulgaris</i>	7	7	7	7	7
8. <i>Phaseolus vulgaris</i>	8	8	8	8	8
9. <i>Phaseolus vulgaris</i>	9	9	9	9	9
10. <i>Phaseolus vulgaris</i>	10	10	10	10	10

Memorandum

TO : Division Directors

DATE: January 31, 1963

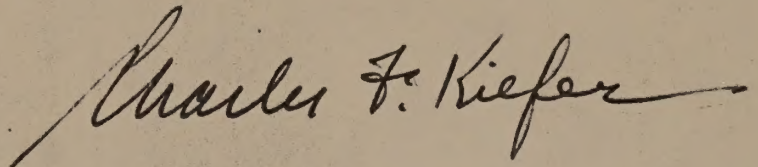
FROM : Charles F. Kiefer, Executive Director

SUBJECT: Attached Agricultural Economics Circular and Exhibit B to
Agricultural Economics Circular No. 97

The attached Agricultural Economics Circular prescribes and explains the system for establishing fiscal year 1963 allotment, work plan, and sub-work plan code symbols to be used, effective January 1, 1963, for the balance of the fiscal year 1963. The symbols established by Circular No. 104 remain in effect for the first half of the fiscal year, July 1 - December 31, 1962.

Exhibit B of Agricultural Economics Circular No. 97, attached, should be added to Circular No. 97 and used for fund and limitation codes for the balance of the fiscal year 1963, effective January 1, 1963. The fund and limitation codes established in Exhibit A to Circular No. 97 remain in effect for the first half of the fiscal year, July 1 - December 31, 1962. Retain Exhibit A with Circular No. 97 and add "July 1 - December 31, 1962" just under the title "Funds and Limitation Codes, Fiscal Year 1963."

Attachments

A handwritten signature in cursive script, reading "Charles F. Kiefer", with a long horizontal flourish extending to the right.

